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ABSTRACT

This manual on the procedures for Texas textbook coordinators is divided into eight sections. Section 1 details general information on textbook responsibilities of individuals and groups, transfers of texts from school to school, textbook funds, waivers for textbook selection, and important facts to remember--rules, deadlines, and changes. Section 2 elaborates on the adoption, selection, and ordering of textbooks. Sections 3 and 4 concern the shipments of textbooks by and to districts. Section 5 details information on textbooks for the visually handicapped. Section 6 gives information on the procedures for sample textbooks, and section 7 elaborates on miscellaneous procedures. The final section outlines a textbook activity calendar. (RR)

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A Manual For Textbook Coordinators

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Texas Education Agency
Textbook Division
Austin, Texas

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A Manual for Textbook Coordinators

May 1991

Texas Education Agency
Textbook Division
1701 North Congress
Austin, Texas 78701

(512) 463-9601

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Important Phone Numbers and Addresses

Texas Education Agency 1701 North Congress Austin, Texas 78701	512-463-9734
Textbook Division	512-463-9601
Textbook Division FAX	512-475-3612
Publications Division	512-463-9744
General Education Division	512-463-9556
State Textbook Depository 3741 Drossett Drive Austin, Texas 78744	512-442-3869
Magnolia Debinding of Texas, Inc. 102 East Grove Terrell, Texas 75160	800-621-4947 214-551-1404
Depository Managers Association c/o Southwest School Book Depository 1815 Monetary Lane Carrollton, Texas 75006	214-245-8588

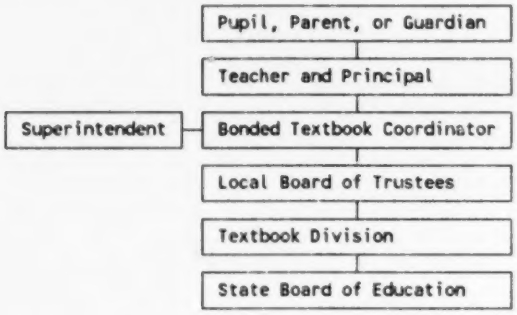
Questions Concerning:	**Should Be Directed To:**	**At These Numbers:**
Packing Lists, Shipment Errors, Backorders, Interim Shipments, Local Adoptions, Annual and Supplemental Requisitions, Consolidations, Memberships, District Charges, Destroyed Textbooks TEX-007, TEX-006, TEX-008, TEX-001, TEX-031, TEX-013, TEX-032	Textbook Division Distribution Section	512-463-9613 512-463-9614 512-463-9615 512-463-9817 512-463-9618 512-463-9634
Educational Aids for the Visually Handicapped	Special Education Funding and Compliance	512-463-9362
Taped Textbooks for the Visually Handicapped	Recording for the Blind Austin Unit 404 West 30th Street Austin, Texas 78705	512-477-9390
Braille and Large Type Textbooks, TEX-006B, TEX-035, TEX-036, TEX-040	Textbook Division Visually Handicapped Section	512-463-9607 512-463-9608 512-463-9832

Textbook Coordinator Bond, Payments for Lost or Destroyed Textbooks, TEX-018, TEX-009	Textbook Division Payments Section	512-463-9609
Vocational Courses	Vocational Education Division	512-463-9446
Textbook Content	General Education Division	512-463-9556
Publications Available Through Texas Education Agency	Publications Division	512-463-9744
Exchange Shipment, Expiring and Out-of-Adoption Textbooks, Shipping Dates	Magnolia Debinding of Texas, Inc. Depository Managers Association	800-621-4947 214-551-1404 214-245-8588
State Adoption Process, 6 Year Cycle	Textbook Division State Adoption Section	512-463-9203
State Textbook Committee	Textbook Division State Textbook Committee Section	512-463-9619 512-463-9594

I. General Information

Procedure A: Textbook Responsibilities

Figure 1. Textbook Responsibilities Flow Chart



Pupil, Parent, or Guardian

TEC[1] 12.65(b): "... Books must be covered by the pupil under the direction of the teacher. Books must be returned to the teacher at the close of the session or when the pupil withdraws from school."

TEC 12.65(c): "Each pupil, or his parent or guardian, shall be responsible to the teacher for all books not returned by the pupil, and any pupil failing to return all books shall forfeit his right to free textbooks until the books previously issued but not returned are paid for by the parent or guardian."

In addition, the student is responsible for keeping the textbook in good condition. Writing in, or marking on, non-consumable textbooks is not allowed. Any misuse of the textbooks due to carelessness or neglect may be considered cause to charge the student a fine for that textbook, if local policy calls for such fines.

Teacher and Principal

TEC 12.65(b): "... Teachers shall keep a record of the number of all books issued to each pupil."

TEC 12.65(d): "Teachers and school officers must make such reports as to the use, care, and condition of free textbooks as may be required by the local trustees or by the State Department of Education."

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[1] Texas Education Code.

It is suggested that the principal, or his/her appointee, carefully control the textbook activity within the school by:

- Making a yearly actual physical inventory of all books,
- Maintaining all textbook records and a statement of current charges,
- Insisting on regular textbook inspections by the teachers,
- Keeping all extra textbooks in a controlled bookroom, and
- Sending all money collected from students for sales to the bonded textbook coordinator.

Bonded Textbook Coordinator

TEC 12.64(a): "One or more members or employees of each district's board of trustees shall enter into bond in the sum of 15 percent of the value of the books consigned to the district by the state, payable in Austin, Texas, to the governor of the state, or his successors in office."

TEC 12.64(b): "The bond shall be approved by the county judge of the county in which the school is situated and by the commissioner of education; deposited with the commissioner; and conditioned on the faithful discharge by the member or employee of his duties under his employment and under this section and on his faithfully accounting for all books coming into his possession and for all money received from the sale thereof."

TEC 12.65(b): "All books shall have on one inside cover a printed label stating that the book is the property of the state. Schools shall number all books, placing the number on the printed label."

TAC 67.105: "Each school district shall conduct an annual physical inventory of all current adoption textbooks and learning systems which have been requisitioned and delivered to the districts. The results of the inventory shall be recorded in the district's files and be available for review by Central Education Agency monitoring staff. Reimbursement shall be made to the Central Education Agency for all textbooks and learning systems which are determined to be lost during the physical inventory."

The duties of the textbook coordinator are two-fold: controlling all textbook activity within the district and coordinating all textbook activity with the Textbook Division.

District Activity

The Coordinator must:

- As soon as bonded, request a strict accounting of textbooks within the system for which he/she is assuming responsibility,
- Maintain all records of textbook activity including textbook distribution to and transfer from all schools within the system,
- Ensure that all books are numbered and that "Property of the State of TEXAS" is printed on the inside cover,
- Collect all money from the schools for the sale of textbooks and control those funds until they are sent to the Textbook Division,

- Remember that he/she is accountable for all textbooks charged to the system when he/she becomes bonded, all textbooks requisitioned for the district during his/her tenure and all money collected as sales on books during either of the above times, and
- Ensure that an annual physical inventory is completed.

Textbook Division Activity

The Coordinator must:

- Contact the division for bond forms and execute such forms before his/her signature will be accepted on division forms,
- Requisition textbooks by completing the necessary textbook forms,
- Accept all textbook shipments for the district, including the one official sample textbook or prospectus, and report all shipment errors and/or discrepancies,
- Report all publishers who fail to ship samples,
- Be responsible for all shipments of textbooks from the district (interim, expiring-adoption, out-of-adoption), and
- Collect all sales funds from the schools and submit all funds to the Textbook Division.

Superintendent

By law, the superintendent's textbook responsibility is the reporting of district-wide maximum memberships to the Commissioner of Education (TEC 12.61). TAC[2] 67.103, Selection of Textbooks by Local School Districts, gives jurisdiction over multiple list selections to the superintendent and board of trustees. Appointments to the local textbook committee are based on the recommendations of the superintendent, who serves as chairman of the committee. The superintendent also signs textbook division forms and acts as interim textbook coordinator until the new appointee is bonded.

Because the superintendent is the chief administrative officer in the district and ultimately responsible for all activity within the district, it is important that he/she keep abreast of all textbook activity. It is strongly suggested that the superintendent ensure that the coordinator is maintaining accurate textbook records, controlling the textbook funds, and conducting the annual physical inventory. The superintendent should require that all textbook problems and questions be routed to the textbook coordinator. The Textbook Division prefers to deal directly with the coordinator and refers all textbook inquiries from teachers, principals, etc. to the coordinator.

Local Board of Trustees

TEC 12.63(e): "The school trustees of each district shall be designated as the legal custodians of the books and shall have the power to make such arrangements for the distribution of books to the pupils as they may deem most effective and economical."

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[2] Texas Administrative Code (State Board of Education Rules).

TEC 12.65(a): "The district school trustees may delegate, under such terms as they deem best, to their employees power to requisition and distribute books and to manage books, but such delegations of authority shall not be at variance with the provisions of this code or with the rules for free textbooks adopted by the State Board of Education."

In addition, TAC 67.103, Selection of Textbooks by Local School Districts, gives the board of trustees shared jurisdiction over the district's multiple list selections. The board approves the recommendation of the superintendent for appointment of the local textbook committee. All textbooks recommended for selection by the committee must be ratified by the board of trustees, and the president and secretary must sign the Local Textbook Committee Report.

Textbook Division

The division is responsible for enforcing the textbook laws and rules as set forth by the legislature and State Board of Education. It is the division's duty to provide districts with all necessary forms, instructions, and information to requisition and receive the necessary textbooks. The procedures listed in this manual detail the work performed by the Textbook Division. A listing of Textbook Division personnel is included to assist you in determining which staff member can best answer your specific questions.

State Board of Education

The board oversees the activity of the Texas Education Agency as a whole, including the textbook system. It is responsible for the enforcement of Texas Administrative Code, Title 19, Chapter 67, Subchapter A, *State Textbook Program*, wherein all rules and regulations pertaining to the purchase and distribution of free textbooks are given. The board meets in November of each year to adopt the textbooks that will be used in the public schools of Texas.

Figure 2. Textbook Division Staff

Acting Deputy Commissioner ..... Dr. Rubén D. Olivárez
Assistant Commissioner ..... Dr. Paul Lindsey
Director ..... Dr. Ira Nell Turman
  Administrative Secretary ..... Madeline Blaylock
  Receptionist ..... Sharon Cummins
Assistant Director ..... Dr. Douglas Beran
  Systems Analyst I ..... Gary Stewart
  Budget ..... Linda Anthony
  Coordinator Bonds, Payments for Sales ..... Judy Light
Manager of State Adoption Process ..... Leroy Newman
  State Adoptions/SBOE/ESC's ..... Debra Kile
  State Adoptions/SBOE/ESC's ..... Lea McAnear
  State Textbook Committee ..... Gean Wilkerson
Manager of Textbooks for the Visually Handicapped ..... Charles Mayo
  Textbooks for the Visually Handicapped ..... Deanna Marotz
  Textbooks for the Visually Handicapped ..... Patricia Albrecht
  Textbooks for the Visually Handicapped ..... Paula Reece
Manager of Distribution/Coordinator Training ..... Kathie Jewell
  Systems Analyst II ..... Jim Stockton
  Supervisor of Requisitions and Depository Payments ..... Norma Terbay
  Distribution, Depository/Publisher Payments ..... Linda Green
  Freight Payments ..... Anita Campbell
  Distribution, Interims ..... Dubhe Hobbs
  Distribution, Back-orders, Shipment Errors ..... Dora Cortez
  Distribution, Depository Tapes ..... Bill Stephens
  Distribution ..... Toby Portillo
State Depository Manager ..... Paul Gomez

Figure 3. Depository Staff

James Barbosa	Robert Lopez
Leonard Bateman	Mario Luna
Dolores Carlin	Paul Maldonado
Robert Cervantes	Alfred Murillo
James Hancock	Joe Terbay
Ruben Hernandez	James Van Vlerah
Eugene Holubec	Sophia Velasquez
James Lee	John Volz

Procedure B: Local Transfers/Textbook Funds

Transfer of Textbooks From School To School Within A District

All transfers of textbooks between schools in a district should be approved by the bonded textbook coordinator. In large districts the coordinator may want to coordinate the transfers or actually transfer the books himself/herself. This coordination insures that each school's textbook records are accurate and up-to-date and that the correct number of books are transferred.

A textbook transfer form should be devised by the district for such use. It is important that both the sending and receiving schools verify the number of books being transferred by signing the transfer form. A copy of each textbook transfer should be maintained by the sending and receiving school's principals and by the textbook coordinator.

District Control of Textbook Funds

Every district should implement a system to control funds collected from students for lost and damaged textbooks. The following procedures are suggested for use by the districts:

1. Require each school within the district to issue receipts to students for paid-for books. The receipt should always include the ISBN code of the textbook and the ISD's number, as required under TEC 12.65(b), in case the book is found and a refund is issued.
2. Encourage the schools to keep the textbook fund separate from other funds.
3. Require individual schools to maintain a log of all books for which payment has been made.
4. Set periodic deadlines for the schools to remit the collected textbook funds to the textbook coordinator. Require that a list of books by ISBN code and quantity be included with the payment. The school should keep a copy.
5. The district's textbook coordinator should verify the school's remittance by ISBN code, price, and quantity before processing the payment. If the amount remitted cannot be reconciled, the school should be notified immediately. Only reconciled payments should be deposited into the district textbook fund.
6. A district-wide log of all textbooks paid for should be maintained.
7. The district textbook fund should be kept separate from other district funds.
8. Compile a report of all money collected from students by ISBN code, price, quantity, and total amount. Check the report carefully before submitting to the Textbook Division.
9. Transfer the payment information onto one of the listed forms. Send the remittance to the Textbook Division:
    - TEX-006, *Annual Statement of Textbook Charges, Report and Requisition*
    - TEX-007, *Supplemental Requisition*
    - TEX-009, *State Textbook Sales Invoice*.

10. When receipt of the payment is verified by the Textbook Division, be sure that the school's records, as well as the district's records, are adjusted accordingly. Remember that payment for textbooks reduces the district's charges for those textbooks. It does not automatically entitle the district to replacement textbooks.

Fines

The collection of fines for damaged textbooks is strictly local policy. If such fines are collected from students for books that are damaged but still useable (i.e. writing in or dog-earing textbooks), the local school district may use the funds in any manner which the local board of trustees deems appropriate. It is not required that such funds be remitted to the Textbook Division.

Expiring Adoption Textbooks

All money collected from students for lost or destroyed expiring adoption textbooks should be applied toward payment for current adoption textbooks for which no payment could be collected.

Procedure C: Waivers for Textbook Selection

Texas Education Code 11.273:

(f) A school district or campus that receives a waiver under this section for textbook selection may select for purchase a textbook not on a state-adopted multiple list. The textbook shall be purchased by the district and shall be used for the same number of years for which the textbooks for the subject or course are adopted by the State Board of Education. The unit cost of the textbooks selected shall not exceed the unit cost of the costliest text on the multiple list for the subject or course. The commissioner of education shall calculate the allowable cost and transmit from the state textbook fund that amount to the district for purchase of the textbooks. The State Board of Education shall adopt rules necessary for the implementation of this subsection.

Texas Administrative Code 61.30:

(c) Textbook waivers. A school district or campus shall apply for a waiver to use a textbook that is not included on the state-adopted multiple list. A waiver under this section shall be for the same number of years for which the textbooks for the subject or course are adopted by the State Board of Education.

(1) To qualify for the waiver and to receive state funds, in addition to the filing of the written plan required in subsection (b) of this section, the district or campus shall make application by March 1 preceding the first year of the state-adopted textbook cycle for that subject or course.

(2) In addition to the written plan required by subsection (b) of this section, a school district or campus shall provide the following information:

(a) assurance of a six-year life expectancy of the textbook;

(b) coverage of essential elements by the textbook and sources of supplementary materials to address essential elements not covered by the textbook to ensure compliance with Texas Education Code Section 11.273(e)(1);

(c) involvement of campus instructional staff in the selection of textbook.

(3) Upon approval of the waiver, the school district or campus shall purchase the textbook.

(4) The school district shall provide selected textbooks not on the state-adopted multiple list in special formats, such as, but not limited to Braille, large print, audio, and Spanish language as required by law if they are needed by any students in the district who would use the textbook.

(5) Student performance using the textbooks shall be reviewed on an annual basis using student testing and other performance data to determine whether the textbook is fulfilling the achievement objectives submitted to the board pursuant to Texas Education Code Section 11.273(b).

(6) Nothing in this rule shall restrict the authority of a school district to purchase textbooks not adopted by the State Board of Eduction pursuant to Texas Education Code Section 12.01(d).

Request

Forms requesting waivers for textbooks may be obtained through the Accreditation Division. The deadline for submitting textbook waiver requests is March 1 of the year preceding the first school year the textbooks will be used. For example, March 1, 1991 is the deadline for waivers for textbooks that will be used beginning September 1, 1991. Waivers will be granted only for those subject areas in which the State Board of Education has adopted textbooks at the previous November board meeting. Waivers will not be granted for those subject areas in which there is no state-adopted textbook.

Review and Reimbursement

All textbook waivers will be reviewed by the State Board of Education. If a textbook waiver is granted by the board, the Textbook Division will contact the district requesting information regarding the waiver, including the number of students who will be using the non-adopted textbooks. Districts will be asked to provide a publisher's invoice or packing list as proof that the district has purchased the textbooks. Upon receipt of this invoice or packing list, the division will proceed with reimbursing the school district for the textbooks. If the price of the non-adopted textbook is higher than the highest priced textbook adopted by the board for the same subject area, the amount of reimbursement will cover only the highest priced textbook. The state will only reimburse the district the cost of non-adopted textbooks for the number of students reported as using the textbooks. The state will reimburse the districts the costs for a six year supply of consumable textbooks ONLY if the state-adopted textbooks for the subject area are also consumable. For example, the state will not reimburse the district for a six year supply of consumable textbooks in grades 3 through 8 since there are no state-adopted consumable textbooks at those grade levels.

Growth in Enrollment and Replacement Textbooks

A district receiving a textbook waiver will be eligible for additional textbooks if the district experiences a growth in enrollment after the initial purchase of the textbooks. The district will not be eligible for additional textbooks if the original textbooks are too worn for further use. The district will be required to replace all worn-out textbooks by contacting the publisher directly and by using local funds. Non-adopted textbooks should never be sent to the State Textbook Depository in the district's interim shipment.

Procedure D: Important Facts to Remember--Rules, Deadlines and Changes

Donation of Out-of-Adoption Textbooks

School districts may donate expiring and out-of-adoption textbooks to students, adult education programs or other non-profit organizations. Under no circumstances may school districts sell expiring and out-of-adoption textbooks. Individuals wishing to receive the out-of-adoption textbooks are responsible for transporting the textbooks.

The Texas Education Code, Section 12.63(f), also requires that copies of discontinued textbooks be made available for use in libraries maintained in city and county jails, institutions within the Texas Department of Corrections, and other state agency institutions. This affects the expiring adoption books the school district ships every summer to the Magnolia Debinding of Texas, Inc in Terrell.

Highlighting

The highlighting of textbooks for special education students is allowed if the student's individualized education plan (IEP) calls for such modification. Any district which highlights textbooks, however, must remember that those highlighted textbooks can never be returned to the state textbook depository in an interim shipment. All highlighted textbooks remain charged to the district's inventory for the remainder of the contract period.

Insurance

Districts are not required to insure state-owned textbooks. However, if a district carries building and contents insurance, suffers a catastrophe such as a fire or flood, and the textbooks are included in the insurance claim, all money collected for coverage of the textbooks must be remitted to the state.

Interim Shipments

Districts are allowed to ship their surplus, worn-out, and defective books on assigned shipping dates between October 1 and December 15. Shipment dates will be assigned by the Textbook Division and districts wishing to change their assigned date must contact the division. Beginning in 1991, sacks will no longer be provided for the interim shipment because textbooks shipped in sacks are often damaged during transport. Districts are asked to ship back the surplus textbooks in sturdy boxes. See Section III, Procedure B, for more details.

Learning Systems - Electronic Media Science

The English science electronic media systems for grades 1 through 3 consist of the videodisc(s), an Opening Windows binder and one English resource binder. The systems for grades 4 through 6 include an additional English resource binder.
The Spanish science electronic media systems for grades 1 through 3 consist of the videodisc(s) (containing both English and Spanish), an Opening Windows binder, one resource binder in English and one resource binder in Spanish. The systems for grades 4 and 5 include an additional English resource binder and an additional Spanish resource binder.

Learning Systems - Traditional

Learning systems cannot be reported as worn out and then replaced. Parts and components cannot be replaced by the state and must be purchased by the local district directly through the depository and/or publisher. Learning system components and prices are listed in the back of the Current Adoption Bulletin. Teacher's editions and aids for systems cannot be ordered from the Textbook Division.

Memberships

Textbook quotas for annual textbook orders will be based on prior year maximum memberships as provided by TEC 12.61(g): "Requisition for textbooks for a subsequent session shall be based on the reports of the maximum number of scholastics in attendance during the preceding school session..."

Districts are encouraged to report their maximum memberships in the next grade level. For example, if a district's maximum number of First Grade students in 1990-91 was 1,000, those 1,000 students should be reported in Second Grade on the TEX-032 submitted April 1, 1991. See Section II, Procedure E for further details.

Textbook quotas for supplemental textbook orders submitted after the first day of school are based on the actual current enrollment for the grade or subject.

Payment for Lost Textbooks

TEC 12.65(c) was amended by the 71st Legislature. Districts may now provide for a method of payment other than lump sum. The amended code also allows districts to waive or reduce payments for lost or destroyed textbooks if the student is from a family of low income under circumstances determined by the local board of trustees. If payment is waived or reduced, the district is still accountable to the Textbook Division for full payment.

The code was also amended to allow districts to withhold a student's records for non-payment for textbooks. But the authority granted by this amendment is contradicted by TEC 21.03 which stipulates that a copy of a student's records from his previous school district must be presented within 30 days of enrollment to his new school district if he has been enrolled previously in a school in this state or another state. Furthermore, the federal Family Educational Rights and Privacy Act provides that if a school withholds a student's school records from the parent or student, it runs the risk of losing its federal funds.

Physical Inventory

The State Board of Education at its November 1988 meeting adopted rules requiring each district to conduct an annual physical inventory of all textbooks and learning systems. All districts must maintain records of the inventory and must pay for any textbooks and/or learning systems which cannot be found during the inventory.

Registration of Transactions

Superintendents of each school district must maintain records of all transactions between district employees and textbook publishers who either do business with the state or have the potential of doing business with the state or the school district if the transaction results in either direct or indirect payment to the employee. The records must include names of the employee and publisher, the type of transaction, the date of transaction and details of payment to the employee. The superintendent is required to provide records of such transactions to the commissioner of education by November 1 of each year.

Retention of Out-of-Adoption Textbooks

Up to 100 percent of expiring and out-of-adoption textbooks may be retained by the district without further action. TAC 67.93(a), Expiring and Out-of-Adoption Textbooks:

> School districts may be permitted to retain out-of-adoption textbooks as may justifiably be needed so long as they are used by the school for reference, teaching aids, or library use.

Samples

The state does not provide official state samples. Publishers instead provide sample textbooks directly to the districts which offer or are considering offering the subjects in which books and/or learning systems are adopted. Samples should be shipped no later than December 1. See Section VI for more details.

Swapping

The swapping of textbooks is not allowed, as provided in TAC 67.103(j):

> ... After books which have been duly selected have been requisitioned and delivered to the school district, these books shall be continued in use during the contract period or periods. It is not permissible to return copies of one title in order to secure copies of another title on the same multiple list.

Districts are encouraged to check the order notification carefully as soon as it is received. The notification identifies which textbooks were ordered and approved for the district and when shipment will be made. If errors are found on the notification, the Textbook Division should be contacted immediately. After the shipment date, no swaps are allowed.

Teacher Aids, Editions

Responsibility for the shipment of teacher editions and aids rests solely with the depository and/or publisher. The Textbook Division will send the district's order for such books directly to the depository, which will adjust the order according to the membership and teachers for that subject or grade. All questions regarding the allotment of teacher editions should be routed directly to the depository or publisher.

Textbooks and Quotas

Accelerated Students	High school textbooks may be used by seventh and eighth grade students enrolled in accelerated classes. The students must be included in the high school subject enrollments for which textbooks are needed. Textbooks used in high school remedial courses are not to be used in seventh and eighth grade classes.
Art Teacher Resource Books	Art teacher resource books are adopted in two categories, Grades 1-3 and Grades 4-6. Proclamation 64 allowed publishers to submit these resource books in a single binding for three grade levels or in separate bindings for each grade level. The resource books published by W. S. Benson and Company and Hendrick-Long Publishing Company were adopted in single bindings. Each of these resource books contains materials sufficient to teach art in three grade levels (Grades 1-3 or Grades 4-6). The resource books published by Dale Seymour Publications and Holt, Rinehart and Winston were adopted in separate bindings for each of Grades 1 through 6. Each of these resource books contains materials sufficient to teach art in one grade level. Every teacher who teaches art is entitled to an art teacher resource book, regardless of which book is selected by the district.
Bilingual	Bilingual enrollment must be shown separately when ordering bilingual textbooks. Bilingual students are those whose primary language is Spanish.
Electronic Media Systems - Science-English	Districts adopting only electronic media systems are entitled to one system per teacher, regardless of student enrollment. These districts are entitled to no textbooks. Each self-contained classroom teacher who selects to use the electronic media system will be entitled to one system in lieu of textbooks for the students. Each self-contained classroom teacher who selects to use textbooks will be entitled to textbooks in the amount of 110% of enrollment in the class. The teacher will not be entitled to an electronic media system. Districts with only one classroom teacher in a given grade level are entitled to either one electronic media system or textbooks in an amount equal to 110% of the grade enrollment. The district is NOT entitled to both a system and textbooks. Departmentalized teachers who choose to use electronic media systems are entitled to only one system. This system is provided in lieu of textbooks for 22 of each teacher's pupils (grades 1-4) and in lieu of textbooks for 25 of each teacher's pupils (grades 5-6.) Except for these 22 or 25 students, the remainder of each teacher's pupils are entitled to textbooks (110% of the remaining enrollment.)

Electronic Media Systems - Science - Spanish	Bilingual teachers who choose to use systems are entitled to Spanish electronic media systems in lieu of all textbooks. Bilingual teachers who choose to use textbooks are entitled to both English and Spanish textbooks for all of their bilingual students. The Spanish electronic media systems contain both English and Spanish components. Thus, the bilingual teacher who selects to use the media system will need only the Spanish electronic media system. Districts may split their adoptions and orders between Spanish electronic media systems and textbooks for bilingual students. If so, the same formula stated for split adoptions for English electronic media systems will apply.
ESL Systems	ESL systems are based on a quota of one per ESL teacher. ESL primary systems are adopted for grades 1 and 2, elementary systems are adopted for grades 3 through 5, middle school systems are adopted for grades 6 through 8 and high school systems for grades 9 through 12.
Handwriting--Second Grade	Second grade handwriting textbooks are available in both manuscript and transition. If ordering both, the total cannot exceed 110 percent of second-grade membership. Districts are NOT allowed 110 percent of each textbook.
Learning Systems - Traditional	Learning systems are based on a quota of one learning system per grade or subject teacher. The Prekindergarten, Kindergarten and Grade 1 and 2 Social Studies learning systems are provided in both English and Spanish components. Because the English component is a more complete system, one must be available in the district for each of the Spanish systems ordered.
Seventh and Eighth Grade Basal Readers	For school year 1987-88, orders for seventh and eighth-grade basal readers were based on 55 percent of subject membership. This quota was increased to 110 percent by the State Board of Education at its November 1987 meeting, effective September 1, 1988.
Special Education	Special education students are allowed textbooks based on their level of proficiency in a given subject regardless of grade. They must be included in the memberships of those grade or subject levels for which textbooks are needed. Caution: Special education students are those who qualify for special services under the provisions of TEC 21.503.

Shipments

Freight Bill	Once the freight bill is signed, the carrier will not accept responsibility for shipment errors. Count every box and carton carefully before signing. Make sure every carton and box is addressed to the correct district.
Packing Lists	Signed packing lists should be mailed to the Textbook Division within 10 days of receipt of shipment. Payment for textbooks by the Textbook Division is dependent on these packing lists.
Shipment Errors	Shipment errors must be reported on a TEX-013 directly to the depository in whose shipment the discrepancy was found. A copy of the front of the completed form is sent to the Textbook Division. Shipment errors should be reported within 30 days of receipt of shipment. The depositories may refuse to process shipment errors after that date. Exception: reports of defective books will be accepted at any time within the first two years of the contract period. After the first two years, the defective books should be reported as worn-out to the Textbook Division and then returned in an interim shipment to the State Textbook Depository.
Shipment of Expiring Adoption and Out-of-Adoption Textbooks	Shipment of expiring adoption and out-of-adoption textbooks is handled by Magnolia Debinding of Texas, Inc. which assigns shipment dates to the districts and provides all necessary forms and information. Questions regarding these shipments should be routed directly to them.
Verification	Shipments should be verified by the district as soon as received. Under no circumstances should any unverified shipment be left in an accessible place where teachers, students, etc. may remove books without authorization.

Figure 4. Textbook Forms By Number

Section--Procedure:	Number:	Textbook Form Name
II-B	TEX-001	Annual Requisition for New Textbooks
II-C	TEX-006	Annual Statement Of Charges, Report And Requisition
V-B	TEX-006B	Annual Statement Of Charges, Report And Requisition, Braille And Large Type
II-D	TEX-007	Supplemental Requisition
II-A	TEX-008	Local Textbook Committee Report
VII-B	TEX-009	State Textbook Sales Invoice
VII-E	TEX-010	Request For State Textbook Supplies
IV-D	TEX-013	Shipment Error Report
VII-A	TEX-018	Textbook Custodian Bond
III-B	TEX-031	Interim Statement Of Textbook Charges And Shipping List
VII-D	TEX-031A	Statement Of Textbook Charges/ Consolidation Form
II-E	TEX-032	Annual Membership Report
V-C	TEX-035	Supplemental Requisition For Textbooks For The Visually Handicapped
V-G	TEX-036	Shipping List-Braille And Large Type Textbooks
V-A	TEX-040	Annual Requisition for Textbooks For The Visually Handicapped

Figure 5. Textbook Forms With No Number

Section--Procedure:	Textbook Form Name
III-A	Exchange Shipping List (Provided by Magnolia Debinding of Texas, Inc.)
IV-A	Order Notification
IV-B	Freight Bill
IV-C	Packing List
V-D	Requisition for Audio Tape Textbooks For The Visually Handicapped
V-E	Requisition for Teacher's Editions In Braille and Large Type
VI-A	Survey of Subjects Districts Intend to Offer
VII-C	Report On State Owned Textbooks That Have Been Destroyed
VII-E	Transfer Pads

Procedure E: Terms and Definitions

Ancillaries. Instructional material provided at no cost by publishers to school districts which adopt and intend to order the publishers' textbooks. This definition applies to the ancillaries which must be sampled to the districts with pupil's and teacher's editions beginning with proclamation 67 (samples to be shipped by December 1, 1991.) Workbooks which are purchased by the districts may also be considered ancillaries.

Basal Readers. Textbooks adopted for actual classroom instructional purposes. First grade Basal textbooks include readiness, pre-primer, and primer readers.

Bilingual. Textbooks written in Spanish for pupils who are not proficient in English.

Consumable Textbooks. Textbooks which are designed to be completely used and marked after one year of work. Charges for districts' consumable textbooks are deleted at the end of the school year and districts are instructed to order the necessary consumable textbooks to be used in the next school year.

Electronic Media Systems Science. Learning systems consisting of interactive video discs and teacher resource binders. The Textbook Division provides the systems based on the number of teachers selecting to use the media systems in lieu of textbooks. The division does not provide the hardware necessary to support the electronic media systems.

English as a Second Language (ESL). Learning systems designed for the instruction of non-English speaking students not restricted to one language. ESL is not designed for use only with Spanish speaking students.

Exchange Shipment. The shipment of textbooks whose contracts are expiring at the end of the current year or whose contracts expired the previous year. The books (plus old out-of-adoption books) are shipped to Magnolia Debinding of Texas, Inc. in Terrell.

Expiring Adoption Titles. Textbooks on which the current contract will expire on August 31 of the same year and which have not been readopted.

Gradual Introduction Titles. Textbooks which are adopted by the State Board of Education which are sufficiently similar to the textbooks currently adopted. The gradual introduction title may be a new edition of the textbook but may be used in the same classroom with the older edition. See Section II for detailed instructions on adopting and ordering gradual introduction titles, including a complete list of the titles.

Highlighting. The use of highlighter pens to draw attention to a particular word, sentence or paragraph in a textbook. Textbooks may be highlighted by a school district for the instruction of special education students if the student's IEP requires such highlighting. All highlighted textbooks remain charged to the district's inventory for the entire adoption period.

International Standard Book Number (ISBN). The number assigned to every textbook by the publishing industry. The number is used to requisition all textbooks through the Textbook Division. Generally, the ISBN is printed on either the back cover of a book or on its title page.

Multiple List. A group of books adopted by the State Board of Education for a particular grade and subject level. Generally, no more than eight titles may be included on the multiple list. More than eight titles may be on the same multiple list if several courses are taught within the subject. Example: The multiple lists for band and orchestra include all of the instrument specific textbooks adopted on the same multiple list.

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Multiple List Code. The first four digits of the previous book code. The multiple list code designates a grade level and subject code. Multiple list codes are listed beneath the subject title in the *Current Adoption Bulletin*.

Out-of-Adoption Titles. Textbooks on which contracts have already expired. These may be included in the exchange shipment of expiring adoption textbooks.

Readoption. The extension of the contract on all titles from a multiple list at the end of the contract period. Prices for readopted textbooks may be raised on September 1. The length of the readoption period can vary and will be shown in the *Current Adoption Bulletin*. Teacher aids are not available for readopted titles.

Sales. All money collected from students for lost or destroyed textbooks. All textbooks and learning systems are the property of the state and all money collected for state-owned textbooks and systems must be reimbursed to the state.

Supplementary Readers. Textbooks adopted for supplemental purposes rather than actual classroom instructional purposes.

Teacher Aids. All related teacher material including answer books, teacher editions, guides, keys, handbooks, resource books, etc. Teacher aids are not charged to the district's account and are not subject to official pupil quotas. The number of aids allowed for a district is dependent on the individual publisher's contract on the applicable pupil edition.

Teacher Resource Books. State-adopted teacher's books for subjects in which no pupil edition is provided. Such books are purchased by the state and charged to the district. The allowable quota for teacher resource books is one per teacher who teaches the applicable subject.

II. Adoption, Selection, Ordering

State Adoption

The State Board of Education meets every November to adopt the textbooks recommended by the State Textbook Committee. The State Board may remove books from the recommended list, but they may not add any textbooks not recommended by the State Textbook Committee. After the state adoption, all local districts adopt and select the textbooks from the approved list to be used in their districts for the period of the contract, currently six years.

Local Adoption and Ordering of New Textbooks

A local textbook committee must be appointed by each district's board of trustees no later than November 1 of each year. The superintendent recommends the committee members and serves as chairman. The local committee and their advisors study the textbooks adopted by the state board. Textbook samples are provided to the districts for this purpose (see Section VI). The local committee meets before the March board meeting to finalize its recommended selections of textbooks to be used in the district. A majority of the committee members must be present. All present must sign the committee report, with the superintendent's signature first. The recommendations of the committee are presented to the board of trustees at or before its March meeting. The board may either accept the committee's recommendations or ask for additional recommendations. The final list must be ratified by the local board of trustees, and the document must be signed by both the president and the secretary of the local board.

The textbooks recommended by the committee and ratified by the board will be used by the district for the entire six-year contract term. Local adoptions are final, and a future textbook committee may not alter or add to a previous adoption. If no local adoption has been made from a multiple list of a prior state adoption, the current local textbook committee may perform a supplemental adoption. By placing an order for the new textbooks ratified by the local board, the district is bound to use those textbooks for the next six years. TAC 67.103(j):

> After books which have been duly selected have been requisitioned and delivered to the school district, these books shall be continued in use during the contract period or periods. It is not permissible to return copies of one title in order to secure copies of another title on the same multiple list.

It is important that both the adoption and order form are carefully checked and rechecked before they are mailed to the Textbook Division. A typographical error on either form can cause the district to receive unwanted textbooks and force the district to use them for six years.

Quotas and Memberships

After the local adoption and order process is completed, three factors determine how many textbooks to which the district will be entitled: the quota for the textbook, the number of students enrolled in the grade and/or subject and the number of textbooks from the same multiple list already in use in the district.

Quotas are set forth in the proclamation in which textbooks for the given subjects are called. Quotas are subject to change if the State Board of Education at its meeting in November modifies or reduces the quotas for budgetary reasons.

Memberships must always be reported by the district when ordering textbooks. The only exceptions are supplemental orders submitted during the summer months prior to the first day of school. These can be processed without reporting membership figures but textbook entitlements for the summer supplementals will be based on the enrollment reported on the *Annual Membership Report* in April. Memberships reported for the annual requisition must be **PRIOR YEAR MAXIMUM MEMBERSHIPS**. Prior year maximum memberships are the highest numbers of students ever enrolled in any grade or subject offered by the district during the year prior to the year in which the books will be used for the first time. Prior year maximum memberships for grade levels reported on the *Annual Membership Report* in April 1991, for example, are the highest enrollment figures during school year 1990-1991. Figures reported on the *Annual Membership Report* for grade levels should be reported in the next year's grade level. For example, if the highest number of students enrolled in Grade 2 during school year 1990-1991 was 1000, report the 1000 students in Grade 3. Complete instructions for reporting subject enrollments are found in Section II, Procedure E of this manual. DO NOT project increases in enrollment for the next school year.

Actual current memberships must always be reported on supplemental orders after the first day of school. Remember to report the actual number of students enrolled in the subject even if ordering only books for a course within the subject. For example, if ordering band books only for trombone players, report the total band enrollment, not just how many students are playing the trombone.

Gradual Introduction Textbooks

Eight titles have been adopted by the State Board of Education as gradual introduction titles:

0139188142	*Jenney's Third Year Latin*
0133298892	*Jenney's Fourth Year Latin*
0070357560	*Tesoro Hispanico*
0813420733	*Careers in Agribusiness and Industry*
0813420830	*Producing Vegetable Crops*
0870063405	*Modern Refrigeration/Air Conditioning*
0870062794	*Modern Welding*
0873503686	*The Van Dean Manual*

These textbooks are sufficiently similar to the editions of the textbooks previously under contract. The previous editions and the newly adopted editions of the same textbook may be used in the same classroom. Districts which adopted these titles and chose to continue using the titles cannot order a full compliment of the new edition to replace the previous edition. Copies of the new edition will be provided only if the district has current copies too worn out for further use, is paying for copies or has sufficient growth in enrollment to justify additional textbooks. Districts which previously used these titles but chose another title for use must return the copies of the gradual introduction titles in an interim shipment. These titles MUST NOT be sent in an exchange shipment to Dallas.

Reconciliation of Charges, Ordering of Current Adoption Textbooks

The Textbook Division provides each district with a statement of its charges no later than March 1. The purpose of this process is to allow the district to verify its charges by title and by multiple list. Every currently-adopted textbook charged to the district will be reported to the district with the exception of those titles whose contracts are expiring at the end of the school year. The titles of currently-adopted consumable textbooks will be listed but the charges for such books will be deleted. At this time, the district is also allowed to report worn-out books which allows the district to order new textbooks as replacements. The charges to the district are not reduced, however, until the worn-out books are shipped in the interim shipment. The district's interim shipments will be verified against the annual requisition to insure that all textbooks reported as worn-out are returned to the state depository. Payment can also be made at this time, reducing the district's charge. Textbooks may be ordered if the district has not exceeded the quota for the book based on prior maximum year memberships. All consumable textbooks which will be needed for the next school year should be ordered. Teacher aids may be ordered accordingly. Aids will not be available for learning systems, teacher resource books, or readopted textbooks.

Supplemental Requisitions

Supplemental orders allow districts to request textbooks after their annual summer shipment. Supplementals may be submitted if, by oversight, the district did not order enough textbooks and has not exceeded its quotas. Orders may be submitted to pay for textbooks, reduce the district charges, and reorder the textbooks paid for if reported memberships entitle them to more textbooks. In fast-growing districts, supplementals may be used to order the textbooks needed for unexpected additional students after the first day of school.

Like the annual requisition, the *Supplemental Requisition* produces orders for the district which remain in effect for the entire contract period. Carelessness in ordering can mean that the district receives textbooks it does not want but will be forced to use for many years. If you have not previously reported copies as worn-out, they should be reported on the supplemental. Without the information, no more copies will be approved. Reports of worn-out textbooks will be verified against the district's interim shipment. If ordering textbooks after the first day of school, actual memberships must be given for each title ordered. Failure to give appropriate memberships will cause your order to be rejected, and no textbooks will be approved.

Procedure A: Local Adoption for New Textbooks

FORM

TEX-008, *Local Textbook Committee Report*
TAC 67.103, Selection of Textbooks by Local School Districts
Texas Education Code 12.62

WHEN

The local textbook committee should meet to finalize its recommended selections before the board of trustees' March meeting. A majority of the committee must be present at the meeting when selections are made. The local board will ratify the selections at or before the March meeting. An original and one copy of the ratified *Local Textbook Committee Report* should be sent to the Textbook Division with the TEX-001, TEX-006 and TEX-032 by April 1. Both forms must have original signatures.

WHO

The form must be signed by all committee members in attendance when the selections are made. The first signature must be that of the superintendent, who serves as chairperson. The quorum of the committee for any meeting at which selections are made must consist of at least a majority of the members of the committee. The local textbook committee shall be composed of not fewer than five nor more than 15 members. The entire personnel of the local committee must be professional employees of the district and the majority must be classroom teachers. The section titled Ratification by Board of Trustees must be signed by the president and secretary of the local board.

WHAT

The *Local Textbook Committee Report* shows all textbooks adopted by the State Board of Education during their meeting the previous November. The completed report shows all textbooks the district has adopted and selected for use.

HOW

Districts may adopt all titles by placing an "X" in the box titled "Adopt All Titles" on the first page of the form. If the district wishes to adopt only individual titles, an "X" must be placed in the box at the left of each title selected by the local committee.

For all subject lists adopted for a span of grade levels, selections are made by publisher and series. For all subjects that are not a series, individual titles may be adopted. Once the report is received by the Textbook Division, adoptions may not be changed nor may additional selections from that list be made. Adoption of a title does not obligate the district to use that title. However, future requisitions may be made only for adopted titles.

Districts may adopt textbooks in a subject in which no prior adoption was made. The title of the adopted textbook or system and the ISBN code for that title must be entered on the third page of the form. Correct ISBN codes can be found in the *Current Adoption Bulletin*. If prior adoption of a title in the subject area was made, the district cannot select another.

Procedure B: Ordering New Textbooks

FORM

TEX-001, *Annual Requisition for New Textbooks*
TAC 67.103, Selection of Textbooks by Local School Districts
Texas Education Code 12.62

WHEN

New textbooks will be ordered at the same time local adoptions are made in March. The TEX-001 must be mailed with the TEX-008, TEX-006 and TEX-032 to the Textbook Division no later than April 1.

WHO

The local textbook committee should select which of the textbooks approved by the State Board of Education for adoption are to be used in the school district when the committee meets to adopt textbooks. The textbook coordinator should take those selections and order textbooks accordingly.

WHAT

The *Annual Requisition for New Textbooks* shows all textbooks adopted by the State Board of Education during their meeting the previous November. The completed report shows all textbooks the district has selected for use. The form is used to order new textbooks, request a summer shipment date, change freight carriers and notify the Textbook Division of any changes in textbook coordinator or district superintendent.

HOW

Shipment Dates

Districts must indicate the date(s) preferred for their annual summer shipment. The districts are requested to provide three preferred dates during the summer months for their annual shipment. The Textbook Division assigns shipment dates based on the district's request and the date on which the request was received.

Freight Carriers

If the district wishes to change freight carriers for the next school year, the district should list the requested freight company in the space provided. If no change is indicated, the shipments for the next school year will be routed by the current freight carrier. Many supplemental orders are shipped by small package carriers such as UPS or Tex-Pack at the discretion of the depositories.

Coordinator/Superintendent Changes

If the textbook coordinator and/or superintendent have changed or are going to change, indicate the change in the spaces provided.

Order

Enter the district's request for textbooks, state-adopted teacher resource books and/or learning systems in the column titled "Textbooks Requested". Enter the number of teachers' aids in the column titled "Aids Requested".

When entering an order, apply the allowable quotas for each title to be used to the district's maximum prior-year memberships in the applicable subject or grade. See Procedure E of this section for further details on reporting memberships.

Initial Request for Current Adoption Textbooks

If a local committee has previously adopted textbooks but has not yet ordered the textbooks, the district may order the textbooks on the last page of the form. The title of the textbook, its ISBN code and the number of textbooks and/or teachers' aids are then listed in the spaces provided.

NOTE: Quotas are subject to change due to State Board of Education decisions and budgetary restraints. The TEX-001 will explain the actual quotas used to order new textbooks. The most important fact to remember when ordering new textbooks is that selections are good for the entire period of the contract, currently six years. State law and State Board of Education rules do not allow swaps of textbooks after the initial order of new textbooks (TEC 12.62(c) and 19 TAC, Section 81.153(j)). Plan ahead, and be very careful to order those textbooks the district will want to use for the next six years.

Procedure C: Ordering of Textbooks-Current Adoptions

FORM

TEX-006, *Annual Statement of Textbook Charges, Report and Requisition*
TAC 67.103, Selection of Textbooks by Local School Districts
Texas Education Code 12.61 and 12.62

WHEN

Form TEX-006 will be mailed to the district no later than March 1. The completed report, with requisitions, should be returned to the Textbook Division with the TEX-008, TEX-001 and TEX-032 no later than April 1.

WHO

The textbook coordinator will complete the TEX-006 and mail it to the Textbook Division.

WHAT

The TEX-006 serves three purposes:

1. The district's current charges are reported for verification.
2. All textbooks being paid for and worn-out are reported.
3. The district orders current adoption titles allowed for the district based on the charges (adjusted for both situations listed in item 2 above), the quota for that textbook or system, and the prior year maximum memberships. Teacher aids are also ordered when available.

HOW

The textbook coordinator should complete the following steps:

1. Verify the district's charges for each textbook and learning system by item and by multiple list; report discrepancies by circling the amount and reporting your figure above it. The Textbook Division will recheck the charges. Remember that the charges reflect the number of textbooks and learning systems purchased for the district by the state and does not reflect any textbooks lost or misplaced by the district.
2. Enter the number of textbooks and learning systems requested in the "Textbooks Requested" column. Note that all charges for consumables will have been dropped from the district's inventory and the district must always order the number of consumable textbooks needed for the next school year.
3. Enter the number of teacher's aids requested. Remember that teacher's aids are not available for readopted textbooks, learning systems or state-adopted teacher resource books.
4. Report worn-out copies on hand. These will be shipped in the district's interim shipment between October 1 and December 15. (See Section III, Procedure B). Current charges will not be reduced until the worn-out copies are received at the State Textbook Depository in Austin with the interim shipment.

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5. Report the number of textbooks being paid for ONLY if remitting that amount with the TEX-006. (Enter the total amount remitted on the cover sheet of the TEX-006). If payment is included, multiply the number of books being paid for by the printed price and enter that amount under "Amount Paid."

> **Note:** *Always consider the number of books from the multiple list being retained by the district. If the number being retained is in excess of the allowable quota, these surplus textbooks should be shipped in the district's interim shipment.*

Procedure D: Ordering Textbooks After Annual Requisition

FORM

TEX-007, *Supplemental Requisition for Textbooks*
TAC 67.103(j), Selection of Textbooks by Local School Districts
Texas Education Code 12.61

WHEN

A supply of TEX-007's are sent to the districts in April of each year. The requisition forms are color-coded by month. Supplemental requests for textbooks may be submitted at any time after the annual requisition is mailed, but no more than once per month. *Exception: Two summer supplementals and two September supplementals are allowed.* The deadline for receipt of *Supplemental Requisitions* is February 15.

WHO

The textbook coordinator prepares, signs and submits the TEX-007. Do not forget a telephone number.

WHAT

The *Supplemental Requisition* is supplied to districts to provide for the ordering of textbooks after the initial request is made. The supplemental request should cover any textbook needs that result from unexpected growth in the district. It may also be used to order new textbooks to replace any lost textbooks being paid for on the TEX-007.

> **Note**: *Payment for lost textbooks reduces the district's charges for the titles paid for. Replacement textbooks will be provided ONLY if the district orders and is entitled to the books based on enrollment and quota.*

HOW

June 1 through August 31: A summer supplemental request may be submitted at any time during the months of June, July, or August. The membership reported on the *Annual Membership Report*, form TEX-032, can be used prior to September 1. Districts may submit summer supplemental orders when pre-enrollment data provided during the summer indicates that the district will have a shortage of textbooks.

September 1 through February 15: Supplemental requests may be submitted only during the month which is printed at the top of the form TEX-007. If the supplemental request for a given month has already been submitted and processed, the district should submit a written justification before another request during that month will be processed.

ENTER ALL REQUESTS FOR TEXTBOOKS AND LEARNING SYSTEMS IN MULTIPLE LIST ORDER.

IF ORDERING ELEMENTARY SCIENCE TEXTBOOKS OR ELECTRONIC MEDIA SYSTEMS, COMPLETE THE APPLICABLE BOXES AT THE END OF THE FORM.

1. Enter the ISBN code for the requested textbook or learning system. All ISBN codes are listed in the *Current Adoption Bulletin*.
2. Enter the complete title of the requested textbook or learning system.
3. Enter the multiple list code for the subject. All multiple list codes are printed on the *Annual Statement of Textbook Charges, Report and Requisition, Interim Statement of Textbook Charges*, and below the subject titles in the *Current Adoption Bulletin*.
4. If requesting learning systems or teacher resource books, enter the number of teachers for the grade level or levels. If ordering only student textbooks, teacher data is not needed.
5. If requesting student textbooks for grades 1 through 6, enter the actual number of students enrolled in the grade unless the textbooks being requested are designated for specific elementary subjects, i.e. elementary Spanish. If ordering textbooks for students in grades 7 through 12, enter the actual subject enrollment. Include all students enrolled in the subject regardless of grade level.

   Only enter the number of high school teachers if requesting high school level ESL learning systems. This is the only adopted system for grades 9 through 12 for which teacher data is used to determine the district's entitlement.

   If ordering more than one title from the same multiple list, report *TOTAL* enrollment for that subject. *DO NOT* enter that enrollment more than once. Remember that some subjects such as Band contain courses within the subject. Always report the total enrollment for Band, not the number of students, for example, who play the trombone.
6. Enter the number of teacher aids requested. Check the *Current Adoption Bulletin* for the availability of teacher aids. Remember that aids are not available for learning systems or for readopted textbooks. If ordering state-adopted teacher resource books or learning systems, enter the order under "Textbook Request," not under "Aids Request."
7. Enter the number of textbooks, learning systems or state-adopted teacher resource books being requested. Always consider:
   - The quota for the textbook or system,
   - The membership and/or number of teachers for the subject and/or grade, and
   - The number of copies from the same multiple list already in use in the district.
8. Report the number of worn-out textbooks only before the district's interim shipment. All worn-out textbooks should be sent in the interim shipment. Learning systems cannot be reported as worn out.
9. Report the number of textbooks being paid for only if remitting that amount with the TEX-007. Enter the amount being paid for each title.
10. If making payment, complete the box on the instruction page of the *Supplemental Requisition*. Do not report books in "paid for" column that have already been paid for on a form TEX-009 or TEX-006.

Procedure E: Reporting of Annual Membership

FORM

TEX-032, *Annual Membership Report*
TAC 67.103, Selection of Textbooks by Local School Districts
Texas Education Code 12.61

WHEN

The TEX-032, *Annual Membership Report*, is mailed to the district with its annual requisition forms in February. It should be completed and mailed to the Textbook Division with the TEX-008, TEX-001 and TEX-006 no later than April 1.

WHO

The local principals and superintendents should compile all membership data for the district. This data should be provided to the textbook coordinator for submission to the Textbook Division on the TEX-032.

WHAT

The *Annual Membership Report* provides district-wide data on "the maximum number of scholastics in attendance during the preceding school session" (TEC 12.61). The membership data is used to determine how many textbooks the district is eligible for, given the individual quota.

All membership figures reported on the *Annual Membership Report* must reflect the highest number of students enrolled in the district during the school year in which the form is completed and submitted. The membership figures for grades two through twelve should be reported in the next grade level on the form. For example, if the highest number of students enrolled in the SECOND grade during the current school year was 1,000, the district should report 1,000 as the number of THIRD grade students on the *Annual Membership Report*. Reports of prekindergarten, kindergarten and grade one memberships may be based on the current year's maximum enrollment adjusted for those students entering the public school system for the first time. It is also permissible to project memberships for subjects the district is offering for the first time.

HOW

Overall Grade Enrollment

Report the TOTAL memberships by grade level. Include the total number of teachers for prekindergarten through grade six. Include all students and teachers regardless of English proficiency.

Science Enrollment

Report the number of science students and teachers by grade level. Report English and Spanish science students and teachers separately. DO NOT include bilingual science students when reporting English science students.

Bilingual Enrollment

Report the number of students enrolled in bilingual programs for grades one through five. Report the number of bilingual teachers assigned to teach prekindergarten through grade two.

English as a Second Language Teachers

Report the number of teachers assigned to teach English as a Second Language (ESL) for the categories of grades one and two (primary), grades three through five (elementary), grades six through eight (middle school), and grades nine through twelve (high school).

Spanish as a Second Language Teachers

Report the number of teachers assigned to teach Spanish as a Second Language (SSL) for grades one through three. Report the number of students enrolled in SSL for grades four through six. **DO NOT** include students who are qualified to participate in bilingual programs.

Elementary Resource Teachers

Report the total number of teachers for the subjects listed. Always include the classroom teachers which teach the subjects. **Note for Art Teachers:** Report teachers in self contained classrooms only in the grade level taught. Report art specialists who teach a span of grade levels in each of the grades in which they teach art if the district adopts and selects to use the art teacher resource books published by Dale Seymour or Holt, Rinehart and Winston. If the district adopts and selects to use the art teacher resource books published by W.S. Benson or Hendrick-Long, report the art specialists teaching art in grades one through three only in grade one and those teaching art in grades four through six only in grade four. Enter the two totals under "Gr. 1-3 Art Teachers" and "Gr. 4-6 Art Teachers."

Middle School Enrollment

Report the total number of students for those subjects not restricted to one grade.

Grade Seven and Eight Enrollment

Report the number of grade seven students enrolled in the grade seven subjects. Report the number of grade eight students enrolled in the grade eight subjects.

High School Enrollment

Report the number of high school students for each subject listed. Those subjects in which the textbooks may be used in lower grades will be indicated on the form. It will also be noted if the subject is limited to grades ten through twelve.

Notes.

Subject Level Memberships:

All textbooks for grades seven through twelve are based on subject membership rather than on grade membership. When reporting subject membership on the *Annual Membership Report*, districts are encouraged to use pre-enrollment data if available. The subject memberships should be reported in the following manner:

1. Report grade level enrollment for grades seven through twelve based on the current year's maximum enrollments moved into the next grade level.
2. Based on pre-enrollment data and all available information regarding the next year's subject enrollments (i.e. the knowledge that 75 percent of all students taking Algebra I during the current year will be taking Geometry during the next year), report the overall maximum students into the correct subjects.
3. CAUTION: Do not report the maximum number of students into an excessive number of subjects. Subject memberships are verified against the total number of students in grades seven through twelve and reporting students in too many subjects will cause the report to be rejected. Rejection of the *Annual Membership Report* delays the processing of the district's annual order for textbooks.

Accelerated Students

High school textbooks may be used by seventh and eighth grade students enrolled in accelerated classes. Thus, when high school textbooks are being used in grades seven and eight, the seventh and eighth grade students must be included in the high school subject membership. Example: Eighth grade students enrolled in Algebra I must be included in the high school subject membership reported for Algebra I. High school remedial course textbooks **MAY NOT** be used by seventh and eighth grade students.

Special Education Students

Special education students are those students who qualify for special services under provisions of TEC 21.503. Eligible special education students should be included in the memberships of all grades to which levels they are performing. Example: If the student is performing at a second grade reading level but at a fourth grade math level, include the student in both second grade and fourth grade memberships. Order textbooks for the student according to the level of proficiency. **DO NOT** order all available textbooks for each of the grade levels in which the student is reported.

III. Shipments By Districts

Exchange Shipments--Expiring Adoptions

Expiring adoption textbooks are replaced by the new textbooks adopted by the State Board of Education. At the time of the new adoption, the expiring adoption textbooks become the property of the publisher. An exchange rate, as set forth in the individual publisher's contract, determines how much the publisher pays to purchase these books back from the state when the contract expires. Thus, the purpose of the exchange shipment of expiring adoption textbooks is to provide the publishers with the textbooks they have purchased from the state. Magnolia Debinding of Texas, Inc. serves as the publisher's designated Texas depository for the receipt of their textbooks.

Interim Shipments

The purpose of making an interim shipment is to restock the State Textbook Depository with the district's surplus to quota and worn-out textbooks. Often the worn-out textbooks can be salvaged through refurbishing by the State Textbook Depository and then reused by other districts. All books shown as worn-out on either the *Annual Statement of Charges* or on a *Supplemental Requisition* should be sent with the interim shipment so the charges will be reduced. All books which are surplus to quota or for a subject no longer offered should be sent in the interim shipment so they may be used to fill orders from other districts. The charges listed on the interim shipping list should be checked by the district for accuracy.

Failure to reconcile charges may cause the district to be unnecessarily charged with textbooks. Failure to send surplus to quota and worn-out textbooks will cause all textbooks to remain charged to the district. Districts' interim shipments will be verified against the districts' memberships reported on the *Annual Membership Report* and the *Supplemental Requisition*. The contents of the interim shipment will also be verified against those titles reported as worn-out on the *Annual Statement of Charges* and *Supplemental Requisition*. Failure to ship surplus and worn-out textbooks may cause the Textbook Division to *REQUIRE* shipment on a designated date. Orders for new textbooks will not be approved until charges are reduced by verification of the district's interim shipment of worn-out textbooks.

Procedure B: Shipment of Surplus to Quota, Defective, and Worn-out Textbooks

FORM

TEX-031, *Interim Statement of Textbook Charges and Shipping List*
TAC 67.91, Disposition of Textbooks in Usable Condition
Texas Education Code 12.63

WHEN

The interim shipment of current adoption textbooks normally takes place between October 1 and December 15. Larger districts are sometimes allowed interim shipment dates during the summer in order to restock the State Textbook Depository during the annual requisition period. Summer shipments are granted on a case-by-case basis. The Textbook Division provides each district with its statement of current charges and a shipping list approximately three weeks prior to the assigned shipment date. Districts are assigned shipment dates by the Textbook Division and any district wishing to change its assigned shipment date must contact the division.

WHO

The textbook coordinator is responsible for the district's interim shipment.

WHAT

The *Interim Statement of Textbook Charges and Shipping List* serves two purposes. All textbook charges are provided for reconciliation by the district, and the form provides a shipping list to ship the current adoption titles. All textbooks shipped in the interim shipment are used to restock the State Textbook Depository in Austin. Remember that the interim shipment is only for current adoption titles which are:

. Surplus to quota,

. Too worn for further use,

. In a subject no longer offered, or

. Defective.[1]

Systems or components of systems should never be shipped in the interim shipment unless prior permission has been granted by the Textbook Division. Multiple bindings should not be shipped unless all parts are shipped. Districts will not receive credit for a multiple binding unless all parts are shipped. For example, *Addison Wesley Programming in Basic: Apple*, ISBN code *021429, is a multiple binding with a hard-cover core textbook and a soft-cover computer hardware specific textbook. Both the hard-cover book and the soft-cover book must be included in the shipment before the district will receive credit for the textbook.

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[1] Defective textbooks less than 2 years old should be reported on a TEX-013, Shipment Error Report. The Dallas depository will replace the books and require the district to ship the defective textbooks collect back to the Dallas depository immediately.

If districts have copies of the gradual introduction titles listed in Section II of this manual, and the district selected to use other titles when the local adoptions were made , the gradual introduction titles should be included in the interim shipment.

HOW

Upon receipt of the TEX-031, the district should reconcile all charges listed under "On Hand Quantity." If there are charges which cannot be reconciled, circle the charge and write your amount above it. Remember that the charges will reflect all orders which have been processed for the district, even if the books have not yet been received. Also, remember that the charges reflect the number of textbooks and learning systems purchased for the district by the state and does not reflect any textbooks lost or misplaced by the district.

If the district is not making an interim shipment of textbooks, use the TEX-031 to reconcile charges. Write **NO SHIPMENT** on one copy of the cover-sheet, attach to the statement, and mail it to the Textbook Division. The remaining copy is for the district's files.

If the district is making a shipment, reconcile the charges in the same manner. Then, enter the number of books being shipped under "Returned to State." Fill out the shipping information on the coversheet. Ship the books on a single bill of lading, freight charges collect, to the State Textbook Depository in Austin. Because the state is unable to pay freight on shipments less than 70 pounds, please send such shipments by Library Rate Mail. Do not send such shipments COD to the state textbook depository. Enclose one copy of the coversheet and one copy of the statement in one of the boxes or sacks of the shipment. Boldly mark the box or sack in which the statement is enclosed. If making a shipment, *DO NOT* send the paperwork to the Textbook Division. After the shipment is received by the State Textbook Depository and the contents have been checked by title, an official receipt will be mailed. The Textbook Division will also check all unreconciled charges and notify the district coordinator.

> **Caution**: *All interim shipments will be verified against memberships reported on the TEX-032 and TEX-007. Contents will also be verified against the titles reported as worn-out on the TEX-006 and TEX-007. Failure to ship surplus and worn-out textbooks may cause the Textbook Division to REQUIRE shipment of titles it designates as being surplus and worn-out. If so, a shipment date will be assigned at the division's discretion.*

IV. Shipment of Textbooks To Districts

Generation of Textbook Shipments

Textbook orders are generated by requests made on the Textbook Division order forms. Shipments are made from seven Dallas depositories and from the State Textbook Depository in Austin.

Districts are notified of impending shipments by receipt of the *Order Notification* mailed by the Textbook Division. Annual shipments are assigned shipment dates based on the districts' preferences given on the annual requisition. Supplemental shipment dates depend on the day the order was received by the Textbook Division.

Freight Bill

Each freight bill serves as notification of the number of cartons and/or boxes that should be in the shipment. It also shows the weight of the shipment. The signed freight bill binds the district to the cartons and/or boxes shown as being delivered. Signing the freight bill before counting every carton and box delivered to the district obligates the district to every carton and box in that shipment. Failure to check for damage before signing the freight bill means that any damage found later will not be corrected by the freight company. By signing the freight bill, the consignee acknowledges that the full shipment was received and no damage was found. After the freight bill is signed, no claim will be accepted by the freight company.

Packing List

Each depository packing list serves as the checklist for the receipt of textbooks listed on the packing list. All books listed on the packing list should be in the shipment. All back orders should be noted on the packing list by the depository.

Payments for textbooks are based on accuracy and prompt signing of packing lists. Receipt of the signed depository packing lists by the Textbook Division signals the beginning of payment for the district's textbooks. Because the state is obligated to pay its bills promptly, it is extremely important that the Textbook Division receive all signed packing lists as soon as possible after the shipments are received. **The division may refuse to process a district's requisition for textbooks if a previous packing list has not been signed and returned.** A signed packing list with no discrepancies noted tells the Textbook Division that all textbooks were received as invoiced. Signed packing lists with discrepancies noted, and a copy of the *Shipment Error Report* attached, indicate a problem with the shipment. The Textbook Division can then contact the depository to insure the discrepancy has been resolved. Payment is then made for those textbooks actually received. Once payment is made, no adjustments for discrepancies found at a later date will be processed by the Textbook Division. In essence, if the packing list is signed without carefully counting and examining the textbooks, the district may end up with a shortage of books, the wrong books, and/or damaged or defective books, which will remain charged to the district once payment is made. The Textbook Division records are only as accurate as the signed packing lists sent by the district.

Shipment Errors

The *Shipment Error Report* documents all errors found in the district's shipment, including shortages, overages, substitutions, damaged, and defective textbooks. All shipment errors should be submitted on separate reports directly to the depository which shipped the books. As soon as the depository receives the report, it can begin to resolve the shipping error. No action should be taken until the depository contacts the district. Failure to immediately send the *Shipment Error Report* causes unnecessary delays in shipping books the district needs. All shipment errors should be reported within 30 days of receipt of shipment.

Procedure A: Notification of Textbook Shipments, Annual Requisition or Supplemental Requisition

FORM

Order Notification
TAC 67.103, Selection of Textbooks by Local School Districts
Texas Education Code 12.61

WHEN

The *Order Notification* is a computer-generated form sent to the school district immediately after an order for textbooks has been processed.

WHO

The Textbook Division mails this form to the textbook coordinator to provide information about the order.

WHAT

The *Order Notification* tells the district what requisition number is assigned to the order and what date the order will be shipped. A list of titles with ISBN codes, sorted by multiple list code, is printed in the report showing the number of copies requested by the district and the number of copies approved. It is very important that the textbook coordinator examine the titles listed on the notification carefully. If it is discovered that the district has ordered the wrong book, the coordinator should *IMMEDIATELY* contact the Textbook Division. Changes to an order can *ONLY* be made a minimum of one week before the order is due to be shipped.

The *Order Notification* provides the following information:

1. *Product* identification is generally the ISBN code of the textbook or learning system listed.
2. *Title* is the complete title of the textbook or learning system requested by the district.
3. *Aids* lists the number of teachers' aids requested by the district for use with the student edition. Aids orders are not verified by the Textbook Division for enrollment eligibility. Any reductions to the number of aids shipped to the district are made by the depositories.
4. *Books Req* lists the number of learning systems or student textbooks requested by the district for the given title.
5. *Books App* lists the number of learning systems or student textbooks approved for shipment to the district.

6. *Asterisk* tells the school district if the requested number of textbooks or learning systems were completely or partially approved. The following codes indicate the status of the approval:

   OK: The entire number of textbooks or learning systems requested was approved.

   QV: The district requested more textbooks or learning systems than the reported membership, quota and quantity already on hand in the district will allow. The approved amount will always be less than the request.

   NA: The district did not adopt the textbook or learning system requested. None will be approved for shipment.

   AM: The district did not provide membership information for the grade or subject for which textbooks or learning systems were requested. None will be approved for shipment.

7. *Vendor* is the code used for each of the depositories from which shipments will be made:

   SIMSCH: Simon and Schuster School Group Depository

   SCOFOR: Scott Foresman/Harper Collins

   HOUGHT: Houghton Mifflin Company

   TXSTAR: Tex Star Book Distributors

   SOUTHW: Southwest School Book Depository

   STATE: State Textbook Depository, Austin

   MACMIL: Macmillan/McGraw Hill Publishing Company

   EDUPUB: Educational Publishers Depository

   Requested and approved titles may be shipped from both the State Textbook Depository and a Dallas depository. If so, both will be listed as vendors for the specific title.

8. *Order Number* is the number assigned to the particular depository's shipment for the titles listed on the *Order Notification*.

9. *Order Qty* tells the district how many of the approved textbooks or learning systems will be shipped from each depository. If the shipment is split between the State Textbook Depository and a Dallas depository, the quantity to be shipped from each is listed.

HOW

If the order was reduced or eliminated due to an error in reporting membership, submit a *Supplemental Requisition*, TEX-007, showing the correct membership (See Section II, Procedure D). If the order was not approved because the title was not adopted by the district and no prior adoption for the multiple list was made by the district, the district may request a supplemental adoption form from the Textbook Division. If you have further questions regarding the approved amount, notify the Textbook Division.

Procedure B: Receipt of Shipment from Freight Company

FORM

Freight Bill

WHEN

Freight companies deliver textbooks during the year between June and March. The textbook coordinator will be asked to sign a freight bill each time a shipment is received by the district.

WHO

The textbook coordinator is responsible for accepting all shipments received from the freight company. The superintendent may accept shipment and sign the freight bill if the coordinator is not available, but only on an interim basis.

WHAT

The freight bill is a notice produced by each freight company which shows the number of cartons and/or boxes which should have been shipped by each depository. The freight agent will ask the consignee (coordinator or superintendent) to sign the freight bill verifying a complete shipment.

HOW

BEFORE SIGNING, the textbook coordinator should:

1. Separate the boxes and cartons by depository. (It is much easier to count the books on the packing lists later if the shipment is separated.)
2. Count the boxes and cartons carefully.
3. Look for damage to the cartons. If damage to a carton is extensive, refuse the carton. If damage is only to a few books, accept the carton. File a TEX-013 on any damaged books. (See Section III, Procedure D.)
4. Make sure that any discrepancies between the number of boxes and cartons on the freight bill and the number of boxes and cartons you have counted are noted on the freight bill.
5. Make sure that any damaged cartons which are being refused are noted on the freight bill.
6. Make sure that all cartons are addressed to your district and are marked "State-ordered books." Refuse all others, and make sure it is noted on the freight bill.
7. Sign the freight bill after all discrepancies listed above are noted on both copies of the freight bill and signed by the freight agent. Keep a copy of the freight bill with all notations.

> **Remember**: *Once the Freight Bill is signed, the transportation company is released from all responsibility for the shipment. Freight errors discovered after signing the Freight Bill may not be reconciled.*

Procedure C: Verifying Shipment of Textbooks from Depository

FORM

Computer-Generated Depository Textbook Packing Lists

WHEN

Packing lists are included by the depositories in one box of the district's shipment. The box in which the packing list is included should be clearly marked by the depository. If the depository encounters a last minute problem and must regenerate a packing list for the school district, the depository will make the shipment without including a packing list. If so, the depository must express mail the packing list to the district as soon as possible. If the district has difficulty finding the packing list, it should contact the depository. After the shipment is verified, the signed packing list should be mailed to the Textbook Division immediately. **The division may refuse to process a district's requisition for textbooks until the signed packing list is received.**

WHO

The textbook coordinator is responsible for verifying all shipments received from the depositories and for signing the packing lists. The superintendent may verify shipment and sign the packing lists if the coordinator is not available, but only on an interim basis.

WHAT

The packing list is a standardized computer-generated form, printed by depository, listing all books approved for the district as well as the number of books which should have been shipped. The packing list will also provide information regarding any back-ordered titles. The contents of the shipment should be verified, book by book, before the packing list is signed and mailed to the Textbook Division.

HOW

1. **Keep all textbooks in a controlled area and do not allow access to the textbooks until all have been counted.** Count each depository shipment separately. Do not assume that the number of books within a publisher-packed box is accurate. Do not assume that the number of books shown partially shipped is accurate. Count them all. Inspect them all for damage.
2. As the books are inspected, note all damage and any defects on a *Shipment Error Report*, TEX-013 (see Procedure D of this section.)
3. After counting all the books from one depository, note any discrepancies (shortages, overages, substitutions) in the column "Quantity Received." In the case of a wrong title being included in the shipment, note that none of the correct title were shipped by placing a zero in this column and submitting a *Shipment Error Report*. Remember that teacher editions of a title are not listed on the state-approved packing list, but may be included in the shipment.
4. After all discrepancies have been noted on the packing list, sign, date, and mail the packing list to the Textbook Division immediately. The district should make a copy of the packing list for its internal files.

Procedure D: Reporting Shipment Errors

FORM

TEX-013, *Shipment Error Report*

WHEN

All shipment errors should be reported immediately after the shipment is verified. Depositories are not obligated to resolve shipment errors if reported more than 30 days after shipment. A supply of *Shipment Error Reports*, form TEX-013, can be ordered on the TEX-010, *Request for State Textbook Supplies*.

WHO

The textbook coordinator is responsible for submitting the *Shipment Error Report*.

WHAT

The *Shipment Error Report*, form TEX-013, is a Textbook Division form on which any discrepancies between the number of books on the packing list and the number of books actually received are reported. Damaged and defective books are also reported. The depository must receive an accurate TEX-013 before any discrepancies can be resolved.

HOW

1. File a separate TEX-013 for each depository packing list in which shipment errors were found. *DO NOT* combine discrepancies from different depositories or packing lists on one TEX-013. Remember that a packing list may consist of several pages.
2. File a TEX-013 on state shipments to the Textbook Division.
3. Provide complete information about the shipment including packing list number, order number and shipment date.
4. List the ISBN codes and titles of all textbooks on which an error in shipment was found.
5. Report each type of discrepancy separately. Discrepancies can include:

   overages
   shortages
   wrong title (substitution),
   defective books, if within the first two years of the contract, or
   damaged books.

6. Shortages reported on a TEX-013 will be shipped if the depository determines that the shortage is legitimate. Districts should not request the depositories to cancel the order for the shortage after the order has been approved for shipment.
7. The damage to a book or the defects in a book should be explained in the comments section at the bottom of the form.

BEST COPY AVAILABLE

6. Sign and date the completed form. Please include a telephone number so the depository can reach you if necessary. Attach a copy of the *Freight Bill* with the original TEX-013 and mail to the depository whose shipment error you are reporting. Attach a copy of the front of the TEX-013 with your signed packing list and mail to the Textbook Division. Depository addresses are listed on the back of the TEX-013. Do not send the books that are overages or wrong titles back until you hear from the depository. Once the Textbook Division receives the signed packing list, you are obligated for the books accepted on the packing list. If the signed packing list is received without notations or a copy of the TEX-013, the Textbook Division assumes that all books were received as approved and without any damage or defects.

V. Textbooks For The Visually Handicapped

The State Board of Education is authorized to acquire, purchase, and contract for free textbooks for the education of blind and visually handicapped public school students. The Textbook Division provides school districts the forms to order textbooks for the visually handicapped. Students must be determined to be eligible for the special textbooks before the textbooks can be provided.

When an order for braille or large type textbooks is received by the Textbook Division, every effort is made to provide the special textbooks. Various commercial and volunteer groups reproduce the textbooks in braille and large type. Recording for the Blind provides taped textbooks.

Because special textbooks are not easily reproduced, it is important that the state redistribute unneeded textbooks as quickly as possible. The Textbook Division requests that districts ship braille and large type textbooks to the Texas Materials Center for the Visually Handicapped as soon as the textbooks are no longer needed. Prompt receipt of the special textbooks allows the redistribution of the textbooks to students in need of them without delay.

Procedure A: Ordering New Adoption Braille and Large Type Student Edition Textbooks

FORM

TEX-040, *Annual Requisition for Textbooks for the Visually Handicapped*
TAC 67.131, Special Textbooks To Be Made Available
Texas Education Code 12.03

WHEN

Requisitions for braille and large type textbooks which are new adoptions are submitted on the TEX-040 with the annual requisition for regular textbooks no later than April 1.

WHO

The textbook coordinator submits the TEX-040. It is strongly urged that he/she work closely with the district's teachers of the visually handicapped in ordering special textbooks.

WHAT

The TEX-040 shows all books adopted by the State Board of Education in November of the previous year. It also shows which of these newly adopted books may be available in braille and large type.

HOW

Eligibility Determination. Braille and large type textbooks may be ordered for students who are determined to be eligible by the local admission, review, and dismissal (ARD) committee. The eligibility of the visually handicapped student is verified by the annual registration of these students through the Division of Special Education Funding and Compliance of the Texas Education Agency every January. Any order placed for a student who was not included in the annual registration must include a written statement noting the student's name, date of the ARD committee meeting, and the ARD committee's determination (i.e. legally blind and in need of braille textbooks).

Local Adoption & Selection. All orders submitted for newly-adopted braille and large type textbooks must correspond to the regular textbooks selected for use in the district. Orders will not be filled for special textbooks unless they were adopted and selected for use by the local textbook committee and ratified by the local board of trustees at their March meeting. Check the *Local Textbook Committee Report*, form TEX-008, to be sure the special textbooks being ordered were selected in March.

Braille. Orders for braille textbooks should be submitted in the space provided on the TEX-040. Enter the number of textbooks in the space provided. If the space for braille textbooks next to a title is marked with X's, the title will not be available in braille. Only one copy of each textbook title can be ordered for each eligible student.

Large Type. Orders for large type textbooks should be submitted in the space provided on the TEX-040. Enter the number of textbooks in the space provided. If the space for large type textbooks next to a title is marked with X's, the title will not be available in large type. Only one copy of each textbook title can be ordered for each eligible student. First and second grade titles are generally not available in large type because the printing in the regular textbooks is enlarged.

The order for large type textbooks is not counted against the quota for regular textbooks. The Textbook Division strongly urges each district to provide the visually handicapped student with regular textbooks as well as large type textbooks. The regular textbooks provide illustrations, maps, charts, and diagrams which are sometimes not reproduced satisfactorily in large type textbooks.

Procedure B: Ordering Current Adoption Braille and Large Type Student Edition Textbooks

FORM

TEX-006B, *Annual Statement of Charges, Report and Requisition, Braille and Large Type Textbooks*
TAC 67,131, Special Textbooks To Be Made Available
Texas Education Code 12.03

WHEN

The TEX-006B is mailed to the district at approximately the same time as the TEX-006, the *Annual Statement of Charges* for regular textbooks. This occurs in early March. The TEX-006B should be mailed to the Textbook Division no later than April 1.

WHO

The textbook coordinator is responsible for submitting the TEX-006B. It is strongly urged that he/she work closely with the district's teachers of the visually handicapped in reporting and ordering special textbooks.

WHAT

The TEX-006B includes a computer-generated listing of braille and large type textbooks which are charged to your district. The TEX-006B should be completed by the textbook coordinator to notify the Textbook Division which special textbooks are surplus and/or retained for use. It should also be used to order additional copies of special textbooks listed on the form.

HOW

The following steps are used in ordering braille and large type textbooks:

1. Column 8 on the statement shows how many braille and large type textbooks are charged to the district. If any charges reflected in this column cannot be reconciled with district records, circle the charge and write your amount above it. Include any further information in a letter if necessary. The Textbook Division will recheck the charges and notify you.
2. Column 9 on the statement is provided to enter the number of braille and large type textbooks which are no longer needed by the district. These textbooks, entered as "surplus", should be returned to the Texas Materials Center for the Visually Handicapped. (See Section V, Procedure G for complete shipping instructions.)
3. Column 10 on the statement is used to show how many of the braille and large type textbooks charged to your district are being retained for use. Please make sure that you retain these textbooks only if the district has registered visually handicapped students. (See Section V, Procedure A-Eligibility Determination.)
4. Enter the number of additional copies of special textbooks needed by the district in column 11.

Note: *If an "X" is indicated in Column 3 after the textbook title, the textbook should not be ordered in Column 11. Please be aware of the type of textbook that is being ordered by looking in Column 1 under "Type"--"LT" is for large type, "BR" is for braille.*

Procedure C: Ordering Supplemental Braille and Large Type Student Edition Textbooks

FORM

TEX-035, *Supplemental Requisition for Textbooks for the Visually Handicapped*
TAC 67.131, Special Textbooks To Be Made Available
Texas Education Code 12.03

WHEN

By April 1, orders may be placed for current adoption braille and large type textbooks not listed on the TEX-006B. Orders may also be placed for supplemental braille and large type textbooks at any time after the initial order is placed.

WHO

The textbook coordinator or the superintendent, if the coordinator is unavailable, is responsible for submitting the *Supplemental Requisition*, form TEX-035. It is strongly urged that he/she work closely with the district's teachers of the visually handicapped when ordering supplemental textbooks.

WHAT

The TEX-035 can be used to order braille and large type current adoption textbooks listed in the *Braille and Large Type Textbooks - Current Adoption Bulletin*.

HOW

Procedures for ordering braille and large type current adoption textbooks:

1. Enter the address of the textbook coordinator to whom the shipment should be mailed.
2. Enter the book code number of the textbook being ordered. **Book code numbers will continue to be used for ordering braille and large type textbooks until further notification.** Look for the book code number in *Braille and Large Type Textbooks - Current Adoption Bulletin* for textbooks currently under adoption.
3. Enter the complete title of the textbook as shown in the *Braille and Large Type Textbooks - Current Adoption Bulletin*.
4. Enter the desired number of copies of the title.
5. Enter the type of textbook being ordered:

   BR for braille textbooks,
   LT for large type textbooks.

> **Remember**: *List only one type of textbook on a single form. Do not duplicate orders. If an order has already been submitted on the TEX-006B or the TEX-040, do not include it on the TEX-035.*

Procedure D: Ordering Audio Tape Textbooks for Visually Handicapped Students

FORM

Requisition for Audio Tape Textbooks for the Visually Handicapped
TAC 67.131, Special Textbooks To Be Made Available
Texas Education Code 12.03

WHEN

Requisitions for audio tape versions of current adoption textbooks should be submitted by April 1 to Recording for the Blind (RFB) in Austin.

WHO

The textbook coordinator or the superintendent, if the coordinator is unavailable, is responsible for submitting the *Requisition for Audio Tape Textbooks for the Visually Handicapped*. It is strongly urged that he/she work closely with the district's teachers of the visually handicapped when ordering taped textbooks.

WHAT

The *Requisition for Audio Tape Textbooks for the Visually Handicapped* can be used to order textbooks on audio tape for students who are visually handicapped and have a RFB borrower's identification number.

HOW

1. Enter the date.
2. Enter the textbook title, author, publisher and grade level of textbook. Titles for new adoptions can be found on the form TEX-040; current adoption textbook titles can be found in the *Braille and Large Type Textbooks - Current Adoption Bulletin*.
3. Enter the copyright.
4. Enter the book code for new adoption textbooks from the form TEX-040; for current adoption textbooks from the *Braille and Large Type Textbooks - Current Adoption Bulletin*.
5. Enter the borrower's name. Please use one form per student.
6. Enter the RFB borrower's identification number. This number is assigned by RFB to a student at the time the student is registered through that organization as eligible for RFB's services. To receive an application for service and borrower's identification number contact RFB's Austin unit at telephone number (512) 477-9390.
7. Enter the name and address of the school district's textbook coordinator to whom RFB should send the audio tape. Include the coordinator's telephone number.
8. Send the completed form to the following address:
   Recording for the Blind
   404 West 30th
   Austin, Texas 78705

Procedure E: Ordering Braille and Large Type Teacher Edition Textbooks

FORM

Requisition for Teacher Editions in Braille and Large Type
TAC 67.131, Special Textbooks To Be Made Available
Texas Education Code 12.03

WHEN

Requisitions for teacher editions in braille or large type should be mailed to the Textbook Division by April 1.

WHO

The local superintendent certifies that the teacher shown on this form is visually handicapped and requires the books listed in the medium indicated to teach public school students. The textbook coordinator submits the *Requisition for Teacher Editions in Braille and Large Type.*

WHAT

The *Requisition for Teacher Editions in Braille and Large Type* can be used to order braille or large type versions of newly adopted teacher editions listed on the TEX-040 as well as current adoption teacher edition textbooks listed in the *Braille and Large Type Textbooks - Current Adoption Bulletin*.

HOW

1. Enter the name of the school district.
2. Enter the county district number.
3. Enter the name of the teacher in the district who is visually handicapped and requires the books listed to teach public school students. Also, please indicate the grade(s) and subject(s) taught.
4. Enter the book code number. **Do not use ISBN numbers.**
5. Enter the complete title of the comparable regular textbook as shown on the TEX-040 or in the *Braille and Large Type Textbooks - Current Adoption Bulletin*.
6. Enter the desired number of copies of the title.
7. Enter the type of material being ordered:
   BR for braille teacher editions,
   LT for large type teacher editions.
8. Enter the name of the superintendent along with the date, telephone number and signature.

Procedure F: Verifying Shipment of Braille and Large Type Textbooks

FORM

Computer-Generated Textbook Invoices

WHEN

Invoices are mailed by the braille and large type producers on the day of shipment. After the shipment is verified, the signed invoice should be mailed to the Textbook Division immediately.

WHO

The textbook coordinator is responsible for verifying all shipments received from the braille and large type producers and for signing the invoices. The superintendent may verify shipment and sign the invoices if the coordinator is not available, but only on an interim basis.

WHAT

The invoice is a computer-generated form listing all books which should have been shipped. The contents of the shipment should be verified, book by book, before the invoice is signed and mailed to the Textbook Division.

HOW

The textbook coordinator is responsible for the following:

1. Keep all textbooks in a controlled area and do not allow access to the textbooks until all have been counted.
2. Count each shipment separately. Do not assume that the number of books within a box is accurate. Do not assume that the number of books shown partially shipped is accurate. Count them all. Inspect them all for damage and defects.
3. As the books are inspected, note all damage and all defects on the invoice.
4. After counting all the books, note any invoice discrepancies (shortages, overages, substitutions) above the title on the invoice.
5. After all discrepancies, damaged, and/or defective books have been noted on the invoice, sign, date, and mail one copy of the invoice to the Textbook Division immediately. Retain the second copy of the invoice for the district's files.

Procedure G: Returning Braille and Large Type Textbooks

FORM

TEX-036, *Shipping List, Braille and Large Type Textbooks*
Texas Education Code 12.03

WHEN

Braille and large type textbooks for visually handicapped students which are no longer needed should be returned no later than the second week of June. If visually handicapped students move out of your district during the school year, you are encouraged to return the textbooks as soon as they are no longer needed.

WHO

Either the bonded textbook coordinator or the superintendent may ship the unneeded copies.

WHAT

The TEX-036 is used to return both braille and large type textbooks.

HOW

To return braille and large type textbooks follow these procedures:

1. Carefully pack all textbooks in boxes. *NEVER USE SACKS.*
2. Make sure all volumes of a title are mailed in the same shipment. Do not send odd volumes of textbooks.
3. Pack boxes so that they weigh between one and 40 pounds. They must not measure more than 72 inches in three directions.
4. Address the shipment to:

   Texas Materials Center for the Visually Handicapped
   3741 Drossett Drive
   Austin, Texas 78744

5. Affix the label entitled: **FREE MATTER FOR THE BLIND OR HANDICAPPED.** Labels for free mail are sent to the districts with the TEX-036. Additional labels are available upon request from the Textbook Division.
6. Enter information on the shipping list as follows:

   a. District name and county district number.

   b. Date shipment is being mailed and the number of boxes being shipped.

   c. Book code found in the *Braille and Large Type Textbooks - Current Adoption Bulletin*.

   d. Textbook title and grade level. For elementary textbooks, list the complete title and grade. For high school textbooks, list the first named author, abbreviated title and level when appropriate.

e. Type of textbook.
For braille textbooks, enter BR.
For large type textbooks, enter LT.

f. The most recent copyright date found on the title page of the textbook.

g. The total number of volumes that constitute one copy of the textbook. Never ship braille or large type textbooks unless all volumes are included.

h. The number of copies being sent to Austin. One copy of a textbook may have many volumes. Do not enter the number of volumes, only the number of complete copies being mailed.

7. After the shipping list is completed, mail the original and one copy to:

   Texas Materials Center for the Visually Handicapped
   3741 Drossett Drive
   Austin, Texas 78744

   All paperwork should be mailed under separate cover.

8. After the contents of the shipment have been checked against the shipping list, a copy of the list will be mailed to the district for its files.

   Note: *Taped textbooks received by your district from Recording for the Blind (RFB) should NOT be returned to the Texas Materials Center for the Visually Handicapped. Please return these tapes directly to RFB in the same container in which they were originally received.*

9. NEVER SHIP BRAILLE OR LARGE TYPE TEXTBOOKS BY FREIGHT.

VI. Samples

Publishers are required to provide at least one sample textbook, one teacher's edition and one learning system prospectus to every school district which offers or is considering offering the course or subject in which textbooks and/or learning systems are adopted by the board.

Publishers who intend to make ancillary materials available to school districts at no charge are also required to provide one set (and one set only) of these materials to each school district teaching or intending to teach the subject in which the publisher has adopted textbooks. These ancillaries will be provided without cost to the districts which adopt and order their textbooks. Publishers providing more than one sample set of ancillaries are in violation of the Texas Administrative Code.

Publishers have been instructed to ship the one required sample textbook, teacher's edition, prospectus and ancillaries (if the publisher intends to provide them) directly to the textbook coordinator. Additional copies of sample textbooks, teacher's editions and prospectuses may be provided to meet the needs of the local textbook committees and need not be shipped to the textbook coordinator although publishers should notify the coordinator if a shipment is made to other district personnel.

All sample material should be shipped to the district no later than December 1. They will be mailed or shipped directly to the district from the publisher or its designated depository. If, on January 2, the district textbook coordinator has not received at least one sample textbook, teacher's edition and prospectus for each course it offers or is considering offering in the subjects which were adopted by the board at its November meeting, the district should notify the publisher directly. A list of publishers with addresses and telephone numbers will be provided to the district textbook coordinator. If, after notifying the publisher of missing samples, the district does not receive the required samples by February 1, the textbook coordinator should notify the Textbook Division in writing. Publishers providing more than one set of the ancillary materials should be included on the notification.

Because the state is not providing official samples, the sample textbooks provided by the publishers will not affect the district's charges. The samples are complimentary copies provided for the district's review during the adoption and selection process. The samples may be uncorrected copies and are **NOT FOR CLASSROOM USE.** Publishers may request that the district return samples upon completion of the local adoption process. If so, the publisher must provide the textbook coordinator with information regarding the method of retrieval and the publisher must bear all costs.

Procedure A: Reporting Subjects which the District Intends to Offer

FORM

Survey of Subjects Districts Intend to Offer
TAC 67.102, Sample Copies of Textbooks for Local School Districts
Texas Education Code 12.35

WHEN

The *Survey of Subjects Districts Intend to Offer* is mailed to the district no later than September 1. It should be completed and mailed to the Textbook Division no later than October 1.

WHO

The textbook coordinator is responsible for completing the *Survey of Subjects Districts Intend to Offer.*

WHAT

The survey indicates to the publishers which courses the district is considering offering for the first time in the next school year. The Textbook Division provides to every publisher who has submitted a textbook or learning system for adoption, a report of every district in the state which is currently teaching a subject for which new textbooks are to be adopted in November. The reports provided to publishers are compiled from the districts' reports of enrollments from either the *Annual Membership Report* or *Supplemental Requisition*. For new subject areas in which textbooks were not previously adopted, the reports are compiled from PEIMS data. A report is also provided to the publishers tabulating the districts' reports of subjects they intend to offer. The publishers should use the reports as a guideline in sampling every district that currently offers the subject and every district that indicates that it is considering offering the subject.

HOW

1. Check the district's latest enrollment figures reported to the Textbook Division (TEX-032 or TEX-007) against the subjects listed on the survey form.
2. If the district has reported enrollment during the current school year in each of the listed subjects, no further action is needed.
3. If the district has not reported enrollment in a listed subject and is not considering offering the subject during the next school year, no further action is needed.
4. If the district has not reported enrollment in a listed subject but is considering offering the subject, complete the survey by placing an "X" next to the subject.
5. Mail the completed form to the Textbook Division by October 1.

Procedure B: Receipt of Sample Textbooks

FORM

Publisher/Depository Packing List or Invoice
TAC 67.102, Sample Copies of Textbooks for Local School Districts
Texas Education Code 12.35

WHEN

Sample textbooks must be shipped by the publisher or depository by December 1. If, on January 2, the sample textbooks, teachers editions, prospectuses and ancillaries (if the publisher intends to provide them) have not been received, the district must notify the publisher directly. Publishers failing to provide the required samples by February 1 should be reported, in writing, to the Textbook Division.

WHO

Publishers and/or their designated depositories will provide at least one sample textbook, teacher's edition and prospectus directly to the textbook coordinator. If ancillaries are to be provided by the publisher, one set (and only one set) must also be shipped to the coordinator. The coordinator is also responsible for reporting those publishers who fail to provide the required samples and those publishers who provide more than one set of ancillaries.

WHAT

Sample textbooks, teacher's editions, ancillaries and prospectuses for learning systems are provided to districts for the review of new adoptions. The samples should be used to assist the district in the local adoption and selection of textbooks. They are complimentary copies and *NOT FOR CLASSROOM USE*. Do not allow the sample textbooks to be mixed with official pupil editions shipped to the district for classroom use.

HOW

1. Required samples are shipped to the district's textbook coordinator no later than December 1. No materials may be substituted for the adopted editions.
2. Districts which did not receive the required samples by January 2 notify the publishers directly. A list of the publishers, with addresses and telephone numbers, will be provided to the textbook coordinator. Remember that publishers are required to provide only ONE sample textbook and one learning system prospectus for every course the district currently offers or is considering offering.
3. If the publisher is notified directly and still fails to ship the required samples by February 1, the textbook coordinator should notify the Textbook Division in writing.
4. Any publisher wishing to retrieve their samples must contact the district directly. Samples cannot be retrieved until after local adoptions are made. All costs of the retrieval will be borne by the publisher.

BEST COPY AVAILABLE

VII. Miscellaneous Procedures

Textbook Coordinator Bond--TEX-018

Bonding of the designated textbook coordinator must be completed before his/her signature will be accepted on any Textbook Division forms. (The district superintendent may act as coordinator without being bonded, but only on an interim basis.) It is imperative that the district notify the Textbook Division as soon as a new coordinator has been chosen.

Sales Invoice--TEX-009

The sales invoice is provided to the districts to pay for textbooks as needed. If textbooks are paid for on the *Annual Statement of Charges* or on a *Supplemental Requisition*, the sales invoice is not necessary.

Destroyed Textbooks--Report on State-Owned Textbooks That Have Been Destroyed

The form for destroyed textbooks is provided to the district to allow it to report the loss after catastrophes such as fire or flood. It may also be used to report textbooks deemed unusable after use by a student with a contagious disease. The form is provided upon request from the Textbook Division.

Consolidation--TEX-031A

The districts involved in a consolidation must cooperate in consolidating textbooks. A *Statement of Textbook Charges/Consolidation Form* is provided for the transfer of like titles and the shipment of those titles which both districts do not use.

Supply Request--TEX-010

The form is mailed to the district in February and should be returned by April 1. The completed request should be mailed to the State Textbook Depository. *Transfer Pads* and *Shipment Error Reports* may be requested on the form.

Procedure A: Bonding of Textbook Coordinator

FORM

TEX-018, *Textbook Custodian Bond*
Texas Education Code 12.64

WHEN

The district's textbook coordinator must be bonded by the State of Texas before any textbooks may be issued to him/her. The bond is required as soon as a district employee is designated the textbook coordinator and/or when there is a change in the district's insurance company or surety. Bond forms may be requested from and submitted to the Textbook Division at any time as needed. Forms should be requested immediately after the district is aware that the current coordinator is being replaced.

WHO

The employee appointed by the district board of trustees assumes responsibility for all books charged to the district and is designated the textbook coordinator. The textbook coordinator signs all textbook-related forms and is responsible for all orders and shipments. If the coordinator has not been bonded, the superintendent may sign forms and accept shipments, but only for an interim time period.

WHAT

The law provides that the amount of the bond shall equal 15 percent of the value of the textbooks in the district. It is the district's responsibility to keep the amount of the bond equal to 15 percent of the value of the textbooks. As the value of the books increase, the bond should also be increased. The minimum amount of any bond is $1,000. The bond may be provided by individuals, surety companies or insurance agencies. No bond will be canceled by the Textbook Division until a new bond replaces it or the district's account is closed due to consolidation or closing. The current bond remains in effect as long as the coordinator, sureties, amount of bond, and district name remain the same.

HOW

As soon as the district is notified that the current coordinator will no longer serve in the position, the district should notify its local board of trustees and the Textbook Division. The board should call for a strict accounting of the district's textbooks at that time. The Textbook Division will mail to the district three copies of the TEX-018, *Textbook Custodian Bond* form, along with a letter stating the bond amount. The bond forms do not carry a time limitation, but should be processed and submitted to the Textbook Division as soon as possible.

All copies of the bond form should carry the original signature of the coordinator ("principal" on the form), the surety (or sureties), the secretary of the local board of trustees, and the county judge. Once the bond form has been executed, all three copies should be mailed to the Textbook Division. Upon approval by the Commissioner of Education, two copies will be returned to the district for its file and for the textbook coordinator's file. Once approved, the textbook coordinator accepts all responsibility for textbook activity in the district.

Procedure B: Payment for Textbooks

FORM

TEX-009, *State Textbook Sales Invoice*
Texas Education Code 12.65 and 12.66

WHEN

The TEX-009 may be submitted at any time during the year when payments for textbooks are made. Do not submit the sales invoice for any books paid for on the TEX-006 or TEX-007.

WHO

The textbook coordinator is responsible for payments.

WHAT

Payments for textbooks are submitted when the district has charged a student for:

1. Lost or destroyed textbooks, or
2. The purchase of a textbook.

HOW

The steps for this process are as follows:

1. Enter the district name and county district number.
2. Enter the ISBN code for each title for which you are paying. If payment is made for more than one title, please list in multiple list code sequence beginning with the lowest grade. Multiple list codes are listed below the subject name in the *Current Adoption Bulletin*.
3. Enter the number of books being paid for. If the title consists of multiple books, all books within the title must be paid for. *DO NOT* make payment on only one book within the title. If the district needs only one book in a multiple title, the district must purchase that book directly from the publisher.
4. Enter the complete title of the textbook or learning system for which payment is being made. Make sure that the title matches the ISBN code. Do not duplicate titles. If submitting a payment for a learning system, you must pay for the entire system. If components within the system are needed, purchase those directly from the publisher.
5. Enter the price per copy of the textbook or the price per complete system. Prices can be found in the *Current Adoption Bulletin*. If paying for books before September 1, the prices on the TEX-006 may be used.
6. Multiply the number of books being paid for by the price per copy. Enter that number under "extension."
7. Add all figures in the "extension" column and enter that amount as "Grand Total of Textbook Sales."

Note: *(1) Money collected as fines for damage to textbooks should be used in any manner which the local board of trustees deems appropriate. Fine money need not be sent to the Textbook Division. (2) Money collected for lost or destroyed expiring adoption textbooks should be remitted to cover current adoption textbooks which were lost or destroyed but for which no payment could be collected.*

8. Make remittance payable to: Texas Education Agency--Textbooks. *DO NOT* make remittance payable to State Textbook Fund.
9. Mail the remittance with the original copy of the TEX-009 to:

   Texas Education Agency
   Textbook Division
   1701 North Congress
   Austin, Texas 78701

10. After your payment is processed, the Textbook Division will mail you a *Statement of Textbook Payments* for the district's files.

Procedure C: Clearing Charges on Destroyed Textbooks

FORM

Report on State-Owned Textbooks That Have Been Destroyed

WHEN

The report form is mailed to districts upon request. It may be submitted to the Textbook Division whenever necessary, but no later than 60 days after the textbooks are destroyed or deemed unusable. Any report received later than 60 days after the destruction of the textbooks will not be processed.

WHO

The textbook coordinator submits the report.

WHAT

The report is used to explain the loss of textbooks through catastrophes such as fires or floods. It can also be used to report books that have been used by children with highly contagious diseases. These books should be discarded or destroyed. After receipt of this report, the district's charges are reduced accordingly.

HOW

The process for clearing charges on destroyed textbooks is as follows:

1. Complete the report within 60 days of loss of textbooks.
2. Submit one report per occurrence.
3. Include all information on the occurrence, with dates, places, and type of catastrophe.
4. Report all building property insurance information if claim has been filed for destroyed textbooks. Remit all monies collected for insured textbooks.
5. The second part of the form will list all textbooks and learning systems currently charged to the district. The district enters the number of textbooks destroyed in the column marked "Number of Books Destroyed."
6. Sign and date the report. Mail one copy to the Textbook Division. Upon approval, a receipt will be mailed to the district for its files.

> **Note**: *Dispose of the reported books locally. DO NOT send them to Austin. Requests for additional books are not automatic. If the district needs to replace the destroyed books, a supplemental request, form TEX-007, must be submitted (see Section II, Procedure D). A supplemental request to cover destroyed books will be given special attention to ensure the textbooks are shipped as soon as possible.*

Procedure D: Consolidations

FORM

TEX-031A, *Statement of Textbook Charges/Consolidation Form*

WHEN

Consolidation may occur at any time during the year. The Textbook Division should be notified as soon as a firm date for the consolidation is known. As soon as notification is received, the division will send the *Statement of Textbook Charges/Consolidation Form* to the transferring district.

WHO

The textbook coordinator at the transferring district is responsible for completing the consolidation form. The textbook coordinator at the receiving district must verify that he/she is accepting the textbooks and/or learning systems which the transferring district reports as being transferred.

WHAT

When two or more school districts consolidate, all like textbooks and/or learning systems must also be consolidated. All charges for the like textbooks are combined into the consolidated district.

HOW

Procedures for district consolidation:

1. The transferring district should conduct a physical inventory of all textbooks and learning systems shown on the *Statement of Textbook Charges* as being charged to the district.
    a. Payment must be remitted for all textbooks and learning systems which cannot be found.
    b. All textbooks and learning systems which are also being used by the receiving district must be transferred to that district.
    c. All textbooks which are not used by the receiving district must be sent to the State Textbook Depository in Austin.
2. Enter the number of copies (unlike titles) being sent to Austin.
3. Enter the number of copies (like titles) being transferred to the receiving district.
4. Enter the number of copies which cannot be found which must be paid for.
5. Enter the amount being paid (number of copies times price).
6. Coordinate the transfer of like titles with the receiving district.

7. The receiving district should verify the number of copies it is receiving against the number shown as being transferred. The receiving district's coordinator should sign his/her name on the cover sheet as verification of receipt. Once the transfer is verified, those textbooks and systems transferred are charged to the receiving district.
8. Remit the total amount being paid to the Texas Education Agency--Textbooks.
9. After the transfer is complete, the transferring coordinator should send one copy of the form with the remittance for books being paid for to the Textbook Division.
10. The second copy of the form should be used as a shipping list for the unlike titles being shipped to the State Textbook Depository.
11. Follow the same shipment procedures as for interim shipments, except notify the Textbook Division of the expected shipment date (see Section III, Procedure B).

Procedure E: Ordering of Miscellaneous Forms and Supplies

FORM

TEX-010, *Request for State Textbook Supplies*

WHEN

The *Request for State Textbook Supplies*, form TEX-010, is mailed to the district no later than March 1. The completed request should be mailed to the State Textbook Depository no later than April 1.

WHO

The textbook coordinator is responsible for submitting the supply request.

WHAT

The TEX-010 is used to order:

1. TEX-013, *Shipment Error Reports*,
2. Textbook *Transfer Pads*, and

HOW

Textbook transfer forms should be ordered according to the district's anticipated need. The transfer forms are produced in pads of 50 each. The *Shipment Error Reports*, TEX-013, are produced in pads of 20 each.

VIII. Textbook Activity Calendar

November

State Board of Education meets on second Saturday to adopt new textbooks.

Districts begin receiving sample textbooks.

Boards of Trustees must have selected Local Textbook Committees by the 1st.

Supplemental shipments continue.

December

Sample textbooks must be shipped by the 1st.

Supplemental shipments continue.

Last day to make an interim shipment is the 15th.

January

Supplemental shipments continue.

February

Local Textbook Committees meet to finalize their recommendations for local adoption and selection.

Districts receive annual requisition forms which include:

- TEX-001, *Annual Requisition for New Textbooks*
- TEX-006, *Annual Statement of Textbook Charges, Report and Requisition*
- TEX-008, *Local Committee Report*
- TEX-032, *Annual Membership Report*
- TEX-010, *Request for State Textbook Supplies*

The last day to submit the TEX-007, *Supplemental Requisition*, is the 15th.

March

Local Boards of Trustees meet to ratify the selections of the Local Textbook Committee and complete forms TEX-008 and TEX-040.

Districts collect membership data and complete TEX-032.

Districts prepare orders for new and current textbooks, TEX-001 and TEX-006.

Districts prepare orders for new and current braille and large type textbooks, TEX-040 and TEX-006B.

Districts receive form for exchange shipment from Magnolia Debinding of Texas, Inc.

April

April 1 is the deadline for districts to mail annual requisition forms:

TEX-001
TEX-006
TEX-006B
TEX-008
TEX-032
TEX-040.

Districts request *Shipment Error Reports* etc., form TEX-010.

Districts begin receiving *Order Notifications* for summer annual shipments.

May

Districts submit requests for Visually Handicapped:

TEX-006B
TEX-035.

June, July, and August

Annual shipments to districts.

Exchange shipments from districts to Magnolia Debinding of Texas, Inc.

Supplemental requests/shipments begin, TEX-007.

September and October

Supplemental shipments continue.

Interim shipments from districts to State Textbook Depository begin on October 1, TEX-031.

COMPLIANCE STATEMENT

TITLE VI, CIVIL RIGHTS ACT OF 1964; THE MODIFIED COURT ORDER, CIVIL ACTION 5281, FEDERAL DISTRICT COURT, EASTERN DISTRICT OF TEXAS, TYLER DIVISION

Reviews of local education agencies pertaining to compliance with Title VI Civil Rights Act of 1964 and with specific requirements of the Modified Court Order, Civil Action No. 5281, Federal District Court, Eastern District of Texas, Tyler Division are conducted periodically by staff representatives of the Texas Education Agency. These reviews cover at least the following policies and practices:

(1) acceptance policies on student transfers from other school districts;

(2) operation of school bus routes or runs on a non-segregated basis;

(3) nondiscrimination in extracurricular activities and the use of school facilities;

(4) nondiscriminatory practices in the hiring, assigning, promoting, paying, demoting, reassigning, or dismissing of faculty and staff members who work with children;

(5) enrollment and assignment of students without discrimination on the basis of race, color, or national origin;

(6) nondiscriminatory practices relating to the use of a student's first language; and

(7) evidence of published procedures for hearing complaints and grievances.

In addition to conducting reviews, the Texas Education Agency staff representatives check complaints of discrimination made by a citizen or citizens residing in a school district where it is alleged discriminatory practices have occurred or are occurring.

Where a violation of Title VI of the Civil Rights Act is found, the findings are reported to the Office for Civil Rights, U. S. Department of Education.

If there is a direct violation of the Court Order in Civil Action No. 5281 that cannot be cleared through negotiation, the sanctions required by the Court Order are applied.

TITLE VII, CIVIL RIGHTS ACT OF 1964; EXECUTIVE ORDERS 11246 AND 11375; TITLE IX, 1973 EDUCATION AMENDMENTS; REHABILITATION ACT OF 1973 AS AMENDED; 1974 AMENDMENTS TO THE WAGE-HOUR LAW EXPANDING THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967; AND VIETNAM ERA VETERANS READJUSTMENT ASSISTANCE ACT OF 1972 AS AMENDED IN 1974.

It is the policy of the Texas Education Agency to comply fully with the nondiscrimination provisions of all federal and state laws and regulations by assuring that no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention, or any other personnel action, or be denied any benefits or participation in any programs or activities which it operates on the grounds of race, religion, color, national origin, sex, handicap, age, or veteran status (except where age, sex, or handicap constitute a bona fide occupational qualification necessary to proper and efficient administration). The Texas Education Agency makes positive efforts to employ and advance in employment all protected groups.

Texas Education Agency
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